

United States Department of Agriculture  
Research, Education and Economics

# ARS . CSREES . ERS . NASS

## *Manual*

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This MANUAL defines the roles and responsibilities for the accountability and control of personal property and motor vehicles.

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## **1. REFERENCE**

For policies relating to the management of ARS personal property management programs, see Directive 221.1.

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## **2. BACKGROUND**

The management and control of Government-owned and -leased property has been established by the Federal Property Management Regulations, Agriculture Property Management Regulations, Office of Budget and Management Circulars, Agriculture Departmental Regulations, and Agricultural Research Service DIRECTIVES. The MANUAL implements those regulations which relate to the accountability and control of ARS personal property.

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## 3. RESPONSIBILITIES

**The Procurement and Property Division** will:

- . Make distribution of the MANUAL to property managers and those having a special need.
- . Make and distribute changes and additions to the MANUAL.
- . Revise and process special requests for the MANUAL.
- . Maintain a current distribution list of all employees who receive the MANUAL.

JANE L. GILES  
Deputy Administrator  
Administrative and Financial Management

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## SECTION I - INTRODUCTION

### 1. GENERAL

The purpose of this Manual is to define the roles and responsibilities associated with all personal property acquired for ARS projects and programs. The information included in this Manual references the requirements of the Federal Property Management Regulations and the Agriculture Property Management Regulations. The Manual addresses aspects of property management related to inventory, utilization, accountability, maintenance, disposal, and liability.

### 2. DEFINITIONS

**Accounting Classification Code** is a financial number established by management units to record services, supplies, and property.

**Accountable Property** is all owned personal property with an acquisition value of \$1,000 or more, including furniture, and all leased property regardless of dollar value.

**Appropriate Property Official** as defined in this Manual is the LAO for property functions at locations, the APMO for property functions at Area Offices, and the PMO, Procurement and Property Division for property functions at AFM Headquarters.

**Acquired for Official Purposes** are motor vehicles located in the U.S., its territories, or possessions gained and held, rented, or leased from private or commercial sources by a Federal agency or the District of Columbia.

**Capitalized Property** is all owned personal property with an acquisition value of \$5,000 or more.

**Centralized Excess Property Operation (CEPO)** is the clearinghouse for excess and utilization of personal property for facilities located in the Washington Metropolitan Area.

**Departmental Excess Personal Property Coordinator (DEPPC)** is the clearinghouse for Departmental excess personal property for facilities located outside the Washington Metropolitan Area.

**Donable Property** is surplus property under the control of an executive agency.

**Donee** is State or local government agency or nonprofit organization eligible to receive surplus personal property as defined in FPMR 101-44, Donation of personal property.

**Disposal** is the disposition of surplus personal property through donation, sale, abandonment or destruction.

**Excess** is personal property under the control of an ARS activity which is no longer required for its immediate needs and the discharge of its responsibilities.

**Exchange** means to replace a nonexcess property item by trade or trade-in with the supplier of the replacement item when the value of the replaced item is used to reduce or offset the cost of the acquired item. This property is subject to specific restrictions and limitations. Exchange allowances and sale proceeds are applied toward a one-for-one replacement of like or similar items.

**Freeze Request** is the process of reserving an item of excess personal property that has been requested by a user, or has been selected by a GSA area utilization officer or other GSA representative to fill an existing or known property requirement.

**Julian Date** is a four-digit numeric number. The first digit represents the calendar year and the last three digits represents the day of the year (i.e., 4 identifies the year 1994 and 353 identifies the day of the year as December 19).

**Motor Vehicle** is a vehicle designed to operate on streets and highways to transport passengers or property.

**Nonreportable Property** is personal property with an acquisition cost under \$1,000, except sensitive property, depending on type and condition, which does not meet the reporting criteria set forth in AGPMR 104-43, Utilization of Personal Property.

**Official Property Records** is a set of property records used for property management control and accountability. Property records maintained in PROP are the official property records for the Agency.

**Owning Agency** is an executive agency having accountability for Government- owned motor vehicles. This term applies when a Federal agency has authority to take possession of, assign, or reassign the vehicles regardless of which Federal agency is the using agency.

**Passenger Vehicle** is defined as a sedan or station wagon. Passenger vehicles excludes vans.

**Personal Property** is any property, except real property, records of the Federal Government, and naval vessels.

**Property Management Information System (PMIS)/Personal Property (PROP)** PMIS is the USDA management reporting system of the Central Accounting System. PROP is a subsystem of PMIS which integrates fiscal accounting with property accountability and provides uniform data for the management and



control of accountable, leased, loaned, and excess property. PROP is an online, computerized system which affords users direct access to their property master files through the use of remote terminals. It is designed to provide inventory information from its database.

**Public Body** is any State, territory, or possession of the United States; any political subdivision, the District of Columbia; the Commonwealth of Puerto Rico; any agency of the foregoing; any Indian tribe; or any agency of the Federal Government.

**Reportable Property** is excess personal property items on the same Federal Supply Group classification, valued at \$1000 or more in original acquisition cost, including furniture which is required to be reported to DEPPC and GSA in accordance with AGPMR 104-43.311, Reportable property.

**Sensitive Property** is personal property that is highly desirable and easily converted to personal use. Special efforts shall be made to control and protect these items. The following is a list of property determined by ARS to be sensitive property:

- . Firearms (regardless of cost).
- . Law enforcement badges (regardless of cost).
- . Precious metals (regardless of cost).
- . Electronic balances (regardless of cost).
- . Automated data processing equipment (costing over \$500).
- . Binoculars (costing over \$500).
- . Tools (costing over \$500).
- . Audio visual equipment, including cameras and accessories (costing over \$500).

**Surplus** is personal property determined by GSA that is no longer required by the Federal Government.

**Utilization** is the method by which excess personal property is identified, processed, reported, acquired, and transferred among Federal agencies.

**Vehicle Lease** is a method of obtaining a vehicle by contract or other arrangement from a commercial source **for a period of 60 continuous days or more.**

**Vehicle Rental** is a method of obtaining a vehicle by contract or other arrangement from a commercial source **for a period of less than 60 continuous days.**

### **3. ABBREVIATIONS**

AAO - Area Administrative Officer  
 AFM - Administrative and Financial Management  
 AGPMR - Agriculture Property Management Regulations  
 APMO - Area Property Management Officer  
 APO - Accountable Property Officer  
 ARMPS - Annual Resource Management Plan System  
 CDSO - Collateral Duty Safety Officer  
 CEPO - Centralized Excess Property Operation  
 CPO - Custodial Property Officer  
 DEPPC - Departmental Excess Personal Property Coordinator  
 FPMR - Federal Property Management Regulations  
 FSC - Federal Supply Classification

GSA - General Services Administration  
GVWR - Gross Vehicle Weight Rating  
LAO - Location Administrative Officer  
MSDS - Material Safety Data Sheets  
NFC - National Finance Center  
NSN - National Stock Number  
PPD - Procurement and Property Division  
PMO - Property Management Officer

## 4. FORMS

AD-107 - Report of Transfer or Other Disposition or Construction of Property  
AD-112 - Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property  
AD-185 - Motor Vehicle Decal - Penalty for Unofficial Use  
AD-568 - Transmittal - Credit Card - Gasoline  
AD-651 - Motor Vehicle Accident Report Kit  
AD-700 - Procurement Request  
AD-728 - Request and Authorization for Home to Work Transportation  
AD-792 - Vehicle Markings - For Official Use Only, United States Government, U.S. Department of Agriculture  
AD-838 - Purchase Order  
AD-873 - Property Pass  
GSA-1781 - Motor Vehicle Requisition  
SF-97 - The United States Government Certificate to Obtain Title to a Vehicle  
SF-120 - Report of Excess Personal Property  
SF-122 - Transfer Order Excess Personal Property

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## SECTION II

### CHAPTER 1 - RESPONSIBILITIES

#### 1. GENERAL

**PURPOSE:** The purpose of this chapter is to establish the roles and responsibilities associated with various functions of ARS personal property management.

**AUTHORITY:** AGPMR 104-50, Property Management.

#### 2. AGENCY PERSONAL PROPERTY MANAGEMENT PROGRAM

The ARS personal property management program establishes policies, procedures, and guidelines. The objective of the program includes the following:

- . Maintain accurate and complete inventory records;
- . Conduct biennial inventories of accountable and sensitive personal property;
- . Survey Agency property on a continuous basis and reassign underutilized property items to other units within the Agency to obtain maximum usage;
- . Effect prompt determination of excess and refer such property for Departmental screening and subsequent disposition;
- . Execute correct disposition of property eligible for abandonment or destruction;
- . Screen for the availability of excess property from other agencies/offices rather than making new procurements;
- . Ensure adequate security of Government resources;
- . Provide adequate training for property management personnel (e.g., training includes PROP training, Basics in Personal Property Management, and Use Disposal of Personal Property);
- . Report lost, stolen or damaged property, immediately on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property; and
- . Establish controls for property being used by or in the possession of contractors or cooperators. (See Manual 226.1, Control of Property in the Possession of Contractors).

### **3. PROPERTY MANAGEMENT OFFICER**

The Property Management Officer, Personal Property Management Section, Procurement and Property Division develops and implements Agency policy, procedures, and standards for the effective utilization, accountability, control, and disposition of Government-owned and -leased personal property, including motor vehicles, acquired for ARS projects and programs.

- . The Property Management Officer will ensure that ARS personal property management policies and procedures are in compliance with Federal Property Management Regulations, Part 101, and Agriculture Property Management Regulations, Subpart 104-50.1, Authorities and Responsibilities, and other applicable laws and regulations.

### **4. AREA ADMINISTRATIVE OFFICER**

The Area Administrative Officer (AAO) is responsible for the administration of the Area's personal property management program in accordance with ARS policies and procedures.

- . The AAO will ensure that Area personnel assigned personal property management responsibilities have the administrative and technical support required to ensure adequate property management administration.

## **5. AREA PROPERTY MANAGEMENT OFFICER**

The Area Property Management Officer (APMO) has the management responsibility for the effective accountability, control, utilization, and disposition of Agency personal property within their respective Area.

- . The APMO will ensure that ARS personal property management policies and procedures are in compliance with Federal Property Management Regulations, Part 101, and Agriculture Property Management Regulation 104-50.1, Authorities and Responsibilities, and other applicable laws and regulations.
- . Provide advice, guidance, training, assistance, and information to Area, center, and location personnel on personal property matters.
- . Serve as the AAO's representative and liaison with Administrative and Financial Management and the General Services Administration on personal property matters.

## **6. LOCATION ADMINISTRATIVE OFFICER**

The Location Administrative Officer (LAO) has the primary responsibility for management of an effective personal property management program within their respective location to ensure accountability, control, utilization, and disposition of Agency property within their respective Location.

## **7. ACCOUNTABLE PROPERTY OFFICER**

The appropriate property officer has been delegated the authority to designate Accountable Property Officers (APO's) (i.e., Lab Chief, Research Leader, or supervisor, etc.) within their respective locations in accordance with AGPMR 104- 50.106, Accountable Property Officers. Each APO shall be designated in writing. The designated APO has the authority to assign and control personal property and to carry out the property management mandates as prescribed and instructed by the LAO. The APO's principle duties and responsibilities are:

- . Ensures the proper utilization of all personal property in their area of responsibility and ensures compliance with applicable laws and regulations pertaining to personal property.
- . Provides for the accountability of personal property and documents all acquisitions and disposals of property.

In addition to the above, the APO's duties include the following:

- . Ensures that Government-owned or -leased property is used for official purposes only.
- . Ensures employees have the resources to adequately secure equipment for which they are responsible.
- . Conducts biennial inventories and other inventories as appropriate in accordance with established schedules. Reconciles physical inventories against the Official Property Record. Overages, shortages, or damages are to be investigated, documented, and reported to the appropriate property official to be updated in PROP.

- Investigates and reports all lost, stolen, damaged, or destroyed property to the appropriate property official and prepares an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Orally reports thefts to:

- The GSA building manager or guard office if the loss occurred on GSA- controlled space; and
- The local law enforcement official if the loss occurred in an ARS facility.

All thefts are to be reported to the appropriate property official whether the property was located in GSA-controlled space or an ARS-owned facility.

- Ensures property items which are ordered abandoned or destroyed are carried out by the appropriate property official. Ensures that proper documentation has been completed and filed. This action must be completed in PROP.

- Maintains current inventory documents to locate and identify property items in their custody. These documents must balance with the inventory maintained in PROP.

- Requests bar code labels from the appropriate property official to attach to all new accountable and sensitive property.

- Provides to the appropriate property official adequate information for acquired property (e.g., description, model number, serial number, and bar code number) for input in PROP.

## **8. CUSTODIAL PROPERTY OFFICER**

The Custodial Property Officer (CPO) assists the APO in performing the personal property responsibilities associated with the proper use, maintenance, and protection of personal property assigned to a specific custodial area. The CPO controls and monitors the utilization of property located within their functional area and reports to the APO issues of concern. In many cases, the CPO is the individual with physical custody of the property. The functions listed below are the responsibilities of the CPO:

- Controls and monitors the utilization of property located within his/her functional area and reports to the APO information pertaining to issues of concern.

- Performs physical inventories as required or directed by the APO.

- Initiates documents affecting the accountability and control of personal property. Submits written notification to the appropriate property official on a SF-120, Report of Excess Personal Property, (Headquarters and the Beltsville Area Office report excess on an AD-107, Report of Transfer or Other Disposition or Construction of Property to CEPO) for all excess; and on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property for unserviceable property that needs to be picked up.

- Performs surveillance to ensure property is afforded proper care and protection and is used for official purposes.

- Reports any lost, stolen, damaged or destroyed property and other actions affecting personal property to the APO.

## **9. EMPLOYEE**

Each employee is personally responsible for the proper use and care of Government property entrusted to their custody or which is used under their direct supervision. ARS-owned and -leased personal property shall not be used by employees for their personal use. When personal property is ordered abandoned or destroyed employees are not eligible to obtain this property for their personal use.

Employees may be held financially responsible when Government property is lost, stolen, or damaged due to carelessness or negligence. An employee's liability will depend upon all the circumstances surrounding a particular case and in accordance with the AGPMR 104-50.1, Authorities and Responsibilities, and this Manual. The employee's responsibilities include:

- Proper utilization of personal property.
- Report as excess, property items which are no longer required.
- Report lost, stolen, destroyed, or damaged property to their supervisor or the appropriate APO.
- Report to their supervisor any known or suspected misuse, unofficial use, or unauthorized use of property.

## **10. LIABILITY OF STATE EMPLOYEE USING GOVERNMENT PROPERTY**

AGPMR 104-50.110, Liability of State Employees Using Government Property, states that State/Cooperative agreements should provide for the State to assume liability for Federal property in its possession.

## **11. PROPERTY IN THE POSSESSION AND CONTROL OF CONTRACTORS**

The policy and procedures governing Government-owned and -leased personal property in possession of contractors and subcontractors is located in Manual 226.1, Control of Property in the Possession of Contractors.

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## SECTION III - ACCOUNTABILITY

### CHAPTER 1 - RECEIPT OF PERSONAL PROPERTY

#### 1. GENERAL

**PURPOSE:** The purpose of this chapter is to provide guidance for receipt, documentation of receipt, and labeling of personal property to ensure appropriate processing and updating of property records at the time of acceptance of the personal property.

**AUTHORITY:** All accountable and sensitive property acquired by purchase, transfer, construction, manufacture, or donation shall be recorded on the property records at the time of acceptance in accordance with AGPMR 104-51.203, Receipt of Property.

#### 2. RECEIPT OF PERSONAL PROPERTY

**DOCUMENTATION:** The receiving individual shall provide documentation supporting the inspection and receipt of all personal property. Documentation of receipt of property shall normally be made on an AD-838, Purchase Order, AD-107 Report of Transfer or Other Disposition or Construction of Property, or SF-122, Transfer Order Excess Personal Property. This documentation shall include the following information:

- . Name and address of the receiving office.
- . Date of inspection and receipt.
- . Signature of the person receiving the property.
- . Description of the property.
- . Manufacturer's name.
- . Model number.
- . Serial number.

Upon completion of the receiving documents, the receiving person shall forward the documents to the appropriate property office for administrative processing.

**INSPECTION:** Upon receipt of personal property the receiving person shall inspect and test (if necessary) the incoming property to ensure the quantity and quality ordered has been delivered, is in an acceptable condition, and meets the requirements of the ordering document. Property which requires technical identification or inspection shall be examined by the receiving individual in conjunction with other qualified personnel.

If there is suspicion that damage to the property may have occurred during shipment, annotate this information on the delivery receipt. Ask the delivery person to sign and date the delivery receipt indicating that the shipment may have been damaged. The receiving person can then sign for the shipment. The receiving person also has the option of refusing to accept the delivery if damage has occurred during shipment.

#### 3. LABELING OR MARKING PROPERTY



ARS property, regardless of dollar thresholds must be physically controlled. Methods for control include assigning property to individuals, tagging property with USDA- ARS labels, or bar coding when appropriate. Accountable and sensitive property items shall be identified using bar code labels. Each bar code uniquely identifies an accountable piece of property for inventory control.

Additionally, there are instances which require ARS-owned personal property to be identified with USDA-ARS labels. Those instances include, but are not limited to:

- . Property items which are jointly used by ARS and non-ARS employees, including cooperators and contractors;
- . Property on loan to non-ARS employees, including cooperators; and
- . Property used by ARS employees which is located in close proximity to non-ARS property where the possibility exists that ARS property may be mistakenly included in a non-ARS inventory.

**All personal property regardless of threshold value which contains a radiation source must be appropriately labeled.**

All labels should be affixed to the property item in an area that is easily accessible for identification and inventory processing.

## **SECTION III - ACCOUNTABILITY**

### **CHAPTER 2 - ITEMS REQUIRING SPECIAL HANDLING**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to establish accountability procedures for items requiring special handling or sensitive property.

**AUTHORITY:** The authorities for items requiring special handling are defined in AGPMR Subchapter N - Property Management, Part 104-51, Property Accountability and Control, and Departmental Regulation 5023-1, Chemical Hazard Communication.

#### **3. SENSITIVE PROPERTY**

Sensitive personal property are property items with an acquisition value of less than \$1,000 but which are susceptible to theft and shall be specially safeguarded. Sensitive property items are treated for accountability purposes as accountable property and must be entered in PROP. Special efforts shall be made to control and protect these items. The following is a list of property determined by ARS to be sensitive property:

- . Firearms (regardless of cost).
- . Law enforcement badges (regardless of cost).
- . Precious metals (regardless of cost).
- . Electronic balances (regardless of cost).
- . Automated data processing equipment (costing over \$500).
- . Binoculars (costing over \$500).
- . Tools (costing over \$500).
- . Audio visual equipment, including cameras and accessories (costing over \$500).



### 3. ACCOUNTABILITY OF PRECIOUS METALS OR STONES

Articles of a precious nature, such as diamonds, gold, platinum, other precious stones and metals, with a significant value will be safeguarded and accounted for by weight, size, or identification mark. Transfer of such stones and metals from one employee to another will be evidenced by receipts. Any loss, damage, consumption in use or other disposition of such stones and metals will be properly recorded on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, and submitted to the Agency Property Management Officer.

### 4. CONTROL OF NONACCOUNTABLE PROPERTY

Nonaccountable property is personal property with an acquisition cost of less than \$1,000, including furniture, (see **SENSITIVE PROPERTY** above for information on sensitive property). Nonaccountable property is not included in official property records although such property items are to be kept under reasonable control to ensure proper utilization and provide protection against theft or misuse. Records and other documentation of nonaccountable property should be kept to the minimum required to provide essential management information. See **HELPFUL HINTS** below for Controlling Nonaccountable Property below in this chapter for some suggestions in this area.

### 5. ACCESSORY PROPERTY

Personal property which is built in, installed in, or affixed to another item of accountable property is classified as accessory property. Accessory property is not controlled as individual property but is considered part of the accountable property item to which it is built, installed or affixed. The cost of an accessory item should be added to the total acquisition value of the accountable property item and reflected in PROP. The notes section of the PROP record should be annotated to include the purchase order number and a description of the accessory item. A property item which is attached by means of a cord, cable, or other connecting device while in use, and which can be readily removed and used with another property item, is not considered accessory property. Such items are treated like other personal property, i.e., accountable property valued at \$1,000 or more, or on the sensitive property list. Examples of such items are external modems, printers, etc.

### 6. HAZARDOUS MATERIALS

USDA Departmental Regulation 5023-1, Chemical Hazard Communication, requires purchasing officials to request material safety data sheets (MSDS) for all hazardous materials. This information must be provided by the manufacturer or vendor. If there is only one sheet for a large lot of material (such as 24 containers of cleaning fluid in one case), a copy of the MSDS should accompany each container as it is distributed.

When an accountable personal property item is determined to be hazardous as defined in USDA Departmental Regulation 5023-1, (Exhibit 1), the notes section of the PROP record should be annotated with this information. Hazardous material information should be documented on the purchase order. The property record should note the actual or potential hazard associated with the handling, storage, or use of the item and submitted along with any report of excess property or subsequent transfer. Refer to Section V Disposal, (Chapter 1, Reporting Excess Property for Disposal, Section 16, Disposal Requirements for Items Requiring Special Handling) and Manual 230.0, ARS Safety, Health, and Environmental Management

Program for procedures in disposing of hazardous materials.

## **7. REMOVING PROPERTY FROM GOVERNMENT OFFICES**

All Agency personal property removed from ARS occupied space or other ARS facilities must be approved by a supervisor or responsible official and covered by a property pass. An AD-873, Property Pass (Exhibit 2), an AD-107, Report of Transfer or Other Disposition or Construction of Property, and/or a memorandum may be used as a property pass. The property pass shall contain a description of the property, NFC ID number, serial number, the individual or unit having custody of the property, a date when the property will be returned, and the signature of the person authorizing removal of the property. Property passes are used to help accountable property officers account for, audit, and control the removal of property assigned to their custody.

## **8. HELPFUL HINTS FOR CONTROLLING NONACCOUNTABLE PROPERTY**

It is no longer cost effective to have individual records for calculators, telephones, or even furniture. It may be more practicable to maintain a generic count of these items for inventory purposes. These property items may be labeled with USDA-ARS labels to identify the property as Government-owned.

List nonaccountable property items on an AD-700, Procurement Request, or an AD- 107, Report of Transfer or Other Disposition or Construction of Property, listing the property item description, serial number, and location. These property items may be listed as a generic group of property instead as individual items.

# **SECTION III - ACCOUNTABILITY**

## **CHAPTER 3 - OFFICIAL PROPERTY RECORDS**

### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to establish the requirements for maintenance of official records of capitalized, accountable, and sensitive personal property items under ARS control.

**AUTHORITY:** Property records as defined in AGPMR 104-50.001-7, Official Property Records, are used for property management control and accountability. These records shall satisfy both the need for physical inventory information and financial management for such property. AGPMR 104-51.202, PMIS Documentation, requires the use of electronic transmission to reflect Agency property receipts and transactions. Information on the PROP system is considered the official property record for capitalized, accountable, and sensitive property for USDA.

### **2. MAINTENANCE OF OFFICIAL PROPERTY RECORDS**

The appropriate property official shall ensure the maintenance of the official records of capitalized, accountable, and sensitive property items in the PROP system. These records shall provide a complete audit trail for property, providing the property status of each property item from receipt until final disposition. Duplicate records, however, should not be maintained.

The official property record shall contain the following documentation:

- . Description of the property, including NFC identification number.

- . Location of the property (This may be as specific as room number or as general as the name of the location).
- . Name of the accountable person responsible for the property.
- . Dates of acquisition and disposal.
- . Posted references (AD-838, Purchase Order, SF-122, Transfer Order Excess Personal Property, etc.).
- . Manufacturer serial number and model number.
- . Acquisition cost(s).
- . Repair and maintenance costs.
- . NSN or Federal Supply Group Class.
- . Special characteristics, such as hazardous or dangerous materials.

NOTE: Found property will be added to inventories at the time of discovery.

## **SECTION III - ACCOUNTABILITY**

### **CHAPTER 4 - INVENTORY PROCESS**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to establish the policy and procedures for assigning accountability and control of personal property.

**AUTHORITY:** Accountability and control of personal property is defined in AGPMR Subchapter N - Property Management, Part 104-51, Property Accountability and Control.

#### **2. DESIGNATION OF ACCOUNTABLE PROPERTY OFFICERS**

The appropriate property official is delegated the authority to designate accountable property officers (APO's) within their respective area in accordance with AGPMR 104-50.106, Accountable Property Officers. The appropriate property official shall designate each APO in writing and delegate the responsibilities associated with this function. The function of designating APO's at AFM Headquarters is delegated to the Property Management Officer (PMO). The APO has authority to assign and control the reassignment of property and to carry out the property management mandates as prescribed and instructed by the appropriate property official. The APO's principle duties and responsibilities are:

- . Ensures the proper utilization of all personal property in their area of responsibility and ensure compliance with applicable laws and regulations pertaining to personal property.
- . Provides for the accountability of personal property and documents all acquisitions and disposals of

property.

- . Ensures that Government-owned or -leased property is used for **official purposes only** and is not misused or abused.
- . Ensures employees have the resources to adequately secure equipment for which they are responsible.
- . Conducts biennial inventories and other inventories as appropriate in accordance with established schedules. Reconciles physical inventories against the Official Property Record. Overages, shortages, or damages are to be investigated, documented, and reported to the appropriate property official to be updated in PROP when reconciling the inventory.
- . Investigates and reports all lost, damaged, or destroyed property to the appropriate property official and prepares an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Orally report thefts to:
  - . The GSA building manager or guard office if the loss occurred on GSA- controlled space; and
  - . The local law enforcement agency.

All thefts are to be reported to the appropriate property official whether the property is located in GSA-controlled space or an ARS-owned facility.

- . Ensures the order for property items to be abandoned or destroyed is carried out by the appropriate property official. Follow up with the appropriate property official to ensure that proper documentation has been completed and filed. This action must be completed in PROP.
- . Maintains records necessary to locate and identify property items in their custody. These records must balance with the inventory maintained in PROP.
- . Requests bar code labels from the appropriate property official to attach to all new accountable and sensitive property.
- . Provides to the appropriate property official adequate information for acquired property (e.g., description, model number, serial number, and bar code number) for input in PROP.

To carry out their responsibility, the APO may designate custodial property officers to perform the functions associated with personal property utilization and management.

### **3. DESIGNATION OF CUSTODIAL PROPERTY OFFICERS**

The custodial property officer (CPO) assists the APO in performing the personal property functions associated with proper use, maintenance, and protection of personal property assigned to a specific custodial area. The CPO controls and monitors the utilization of property located within their functional area and reports to the APO issues of concern. In many cases, the CPO is the individual with physical custody of the property.

Each CPO shall be designated in writing by the APO and shall be required to maintain property records

necessary to locate and identify all property in their custody. These records must reconcile with the property inventory maintained by the APO. The functions listed below are responsibilities of the CPO:

- . Controls and monitors the utilization of property located within their functional area and reports to the APO issues of concern.
- . Performs physical inventories as required or directed by the APO.
- . Initiates documents affecting the accountability and control of personal property. Submits written notification to the appropriate property official on an AD-107, Report of Transfer or Other Disposition or Construction of Property for all excess or unserviceable property that needs to be picked up. The AD-107 should be approved by the APO before the property is picked up.
- . Performs surveillance to ensure property is afforded proper care and protection and is used for official purposes.
- . Reports any lost, stolen, damaged, or destroyed property and other actions affecting personal property to the APO.

#### **4. PHYSICAL INVENTORY**

Physical inventories of all capitalized, accountable, and sensitive personal property shall be conducted every 2 years in accordance with AGPMR 104.51.206, Physical Inventories. Physical inventories are used to verify property on hand, identify unneeded property for reassignment or disposal, update maintenance records, and identify requirements for additional acquisitions.

Prior to a scheduled inventory, the appropriate property official shall provide each APO with the official personal property inventory assigned to their respective custody. The physical inventory may be conducted by the appropriate property official, CPO, or the APO or their designee. This determination will be made at the location or Area Office. For AFM Headquarters the physical inventory will be conducted by the Procurement and Property Division. The individual conducting the inventory shall inform impacted employees that a physical inventory will be conducted. This will provide each employee the opportunity to have all property assigned to them available for the inventory process. The dates of the beginning and end of the physical inventory should be scheduled to minimize disruption of work.

Special inventories may be required when there is a change of accountable property officers, or when other circumstances arise requiring an inventory.

#### **5. INVENTORY RECONCILIATION**

The official property records shall be reconciled with the results of the physical inventory immediately following completion of each inventory, verified by the accountable property officer, and updated in PROP with the completed inventory date.

Personal property which is excess to program needs is to be reported to the appropriate property official on an AD-107, Report of Transfer or Other Disposition or Construction of Property.

The APO is required to investigate and explain the circumstances involving lost, damaged, stolen or

destroyed property revealed during the inventory. The APO shall provide the name of the employee the property was assigned to, time and date of loss, and last known location.

Unserviceable and missing property which was not located during the inventory shall be reported to the appropriate property official on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property. Additional information pertaining to loss, damage or destruction of personal property is located in Section V, Disposal, Chapter 1, Reporting Excess Property for Disposal. Discrepancies may be the result of circumstances including but not limited to:

- . Transfer between accountable property officers within the Agency.
- . Transfer between agencies within the Department.
- . Disposition by sale, abandonment, or destruction.
- . Transfer of property to other Federal agencies or to donees.

Copies of reconciled inventories shall be provided to the appropriate property official upon completion. The APO shall certify the accuracy of inventory submission by signing the official inventory certification statement provided on the PROP inventory report (Exhibit 3).

## **6. EMPLOYEE CLEARANCE**

A physical inventory shall be taken of personal property in the possession of an employee upon the employee's transfer or separation from ARS. These items are normally classified as nonaccountable property or sensitive property susceptible to theft and misuse. Refer to Section III, Accountability, Chapter 2, Items Requiring Special Handling, for information on sensitive and nonaccountable property.

## **7. PROP DOCUMENTATION**

Procedures for documenting inventory requirements in PROP are located in the NFC Procedures, Personal Property System Manual, Transaction Menu, AO Inventory Update, and PMO Inventory Update.

## **8. HELPFUL HINTS FOR CONDUCTING A PHYSICAL INVENTORY**

- . Segregate inventories into manageable units. Keep accountable property officer numbers to a minimum, if possible.
- . Users should conduct informal inventories of property under their organization since they are usually the most knowledgeable about the property they have.
- . Inventory information should be consistent. Inventory listings should include property descriptions, acquisition costs, acquisition dates, etc.
- . Property items located during the inventory that do not appear on the inventory printout should be noted with any necessary information to be updated in PROP.
- . Property items with obliterated bar code labels shall be replaced with an adhesive label with the original NFC identification number written on it.
- . Utilize available technology. PROP provides inventory reports in various formats. Refer to NFC



Procedures Manual, Reports Menu, for examples of inventory reports.

Inventory discrepancies shall be documented on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, and removed from the inventory.

## SECTION III - ACCOUNTABILITY

### CHAPTER - 5 LENDING OR BORROWING PERSONAL PROPERTY

#### 1. GENERAL

**PURPOSE:** The purpose of this chapter is to establish the procedures for lending and borrowing personal property.

**AUTHORITY:** AGPMR 104-43.8004, Joint use of personal property, states that whenever feasible, arrangements should be made for the joint use of equipment between organizational units of an agency or by two or more agencies or offices.

#### 2. LENDING PERSONAL PROPERTY

Property which would otherwise be out of service for temporary periods of time and which is not excess to program needs may be lent to other Area Offices, agencies, departments, or eligible contractors for official purposes. The loan period is not to exceed 1 year but may be renewed subject to the situation at the time of renewal.

- Property may be lent to State, county, public, or other non-Federal agencies or individuals for work in support of ARS programs **under the terms of a written Research Agreement** which has a mutual interest and a union of effort toward the same end.

- Loans will not be made to private individuals, firms, companies, U.S. Government employees, local political entities, State agencies or quasi-Federal agencies for personal use.

#### 3. BORROWING PERSONAL PROPERTY

When requests for equipment are received, the appropriate property official shall consider whether needs can be met by borrowing Government-owned property from other offices or agencies. To determine if it is practicable and economical to borrow property, the appropriate property official shall consider the availability, suitability, condition and value of the property involved, and all costs and responsibilities associated with the borrowing of property.

#### 4. PROCEDURES FOR LENDING OR BORROWING PROPERTY

The Accountable Property Officer shall prepare and sign an AD-107, Report of Transfer or Other Disposition or Construction of Property, and any other documents required by the lender or borrower. The AD-107 shall include all terms of the loan which may be required to ensure the proper control and maintenance of the item and protect the interests of ARS. This documentation shall include the loan period, time of delivery, method of payment and responsibilities for transportation, point of delivery and return, conditions for use, maintenance requirements, responsibilities of ARS for the condition of the property on

return, and inspection requirements. A copy of the AD-107 shall be forwarded to the appropriate property official. A log of loaned and borrowed property should be maintained to track accountability of this property.

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## **SECTION IV - ACQUISITION**

### **CHAPTER 1 - ACQUISITION OF PERSONAL PROPERTY**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide guidance on the requirements and procedures for the acquisition of personal property. Excess property is always the first source of supply. The appropriate property official must be certain that each request required by the requisitioning activity and all existing property is fully utilized in an efficient and cost effective manner prior to authorizing the acquisition of new property. All requests must be accomplished through reassignment, transfer, or excess sources, whenever possible.

In addition, the appropriate property official shall review all requests for personal property to ensure compliance with established use and replacement standards, and to assist in the identification of the most economical means of property acquisition. This review includes AD-700's, Procurement Requests, and AD-107's, Report of Transfer or Other Disposition or Construction of Property.

**AUTHORITIES:** FPMR 101-25, Supply and Procurement, FPMR 101-43.3, Utilization of Excess, AGPMR 104-43.3, Utilization of Personal Property, AGPMR, Subpart E - Supply and Procurement.

#### **2. AVAILABILITY OF FEDERAL EXCESS PERSONAL PROPERTY**

All AD-700's, Procurement Requests, for personal property, are to be reviewed against the lists of property available for acquisition within ARS and through the USDA or GSA Federal Excess Property Programs. Every effort should be made to fill requests for property from existing assets within the Agency or from Federal excess property sources. This includes exploring the feasibility of providing a substitute to fill the program's needs. Rehabilitation of property on hand shall be considered prior to the requisition of new property items. When considering rehabilitation of property, the cost of such rehabilitation should not exceed 75 percent of the cost of a new item including transportation costs.

#### **3. ACQUIRING EXCESS PROPERTY**

Excess property is the first source of supply. Property requirements must be filled through the reassignment of USDA excess property. If requirements cannot be met by USDA excess, requisitions should be matched against available GSA excess inventories before new procurement can be considered.

#### **DEPARTMENTAL EXCESS PERSONAL PROPERTY COORDINATOR (DEPPC)**



DEPPC is the organization in USDA that acts as a clearinghouse for excess property generated in the Department nationwide. DEPPC publishes a monthly bulletin listing USDA excess by location and condition as well as providing a contact person for further inquiries. Contact DEPPC at the address below to be added to their mailing list.

Departmental Excess Personal Property Coordinator (DEPPC) Property and Supply Management Staff  
Farmers Home Administration  
1520 Market Street  
St. Louis, Missouri 63103  
Telephone (314) 539-2460

. Procedures for Acquisition

Requests for excess property generated within USDA at locations within the continental United States are to be prepared by the appropriate property official either on a SF-122, Transfer Order Excess Personal Property (Exhibit 4), or online through PROP. Completed requests, must be forwarded to DEPPC. A separate SF-122 must be submitted for each property location. If excess property is requested online through PROP, the system automatically produces a SF-122, therefore, submission of a hard copy SF-122 is not necessary.

. DEPPC Selection Procedures

DEPPC has sole authority for the assigning of Departmental excess property to requesting agencies. DEPPC selection procedures are:

. Directly or indirectly formally accountable for the property. All requests will be held until the closing date of the list, unless immediate transfer authorization is justified because of need or other circumstances.

. When more than one request is received for the same item, preference will be given to an activity of the agency reporting the item. Otherwise, the transfer authorization will be determined after consideration of such factors as need statements, proximity of transfer and transferee transportation, packing and loading facilities, etc.

. Promptly after the list closes, a copy of each request will be returned to the requesting activity showing whether the items were authorized for transfer.

. CENTRALIZED EXCESS PROPERTY OPERATION (CEPO) FOR ACTIVITIES LOCATED IN THE WASHINGTON METROPOLITAN AREA

Offices located in the Washington Metropolitan Area may contact CEPO at the address below to acquire excess or rehabilitated property.

Centralized Excess Property Operation  
3346 Hubbard Road  
Landover, Maryland 20785

Telephone (301) 436-4288

. "Usable as-is" Property

Excess property that can be placed into immediate use with little or no repair and requires little or no cleaning. This property has an acceptable appearance and is issued to the Agency free of charge. The appropriate property official shall prepare an AD-107 to transfer the property item from CEPO to the requesting activity.

. Rehabilitated Property

Property that has been rehabilitated; i.e., repainted, refinished, resurfaced, refitted, and repaired is available and may be acquired from CEPO by submitting an AD-700, Procurement Request. Since there will be a charge for the rehabilitation service, an accounting classification code (ACC) number must be furnished. All completed AD-700's should be forwarded to the PPD for Headquarter's or their respective Beltsville Area Service Center for Beltsville locations.

#### 4. GSA EXCESS PROPERTY PROGRAM

Items of excess property reported to GSA are held and made available for Federal screening for a period of not less than 60 calendar days following the date the item is reported. The property will become surplus at the close of business after 120 days of combined Departmental and Federal screening. During this time frame, excess property may be requested from GSA.

. IDENTIFICATION OF PROPERTY

Property available for acquisition through GSA excess can be identified through:

. Review of GSA Regional Excess Property Catalogs and bulletins distributed by GSA.

. Personal contact by the appropriate property official with the GSA Area Utilization Officer (AUO), or the holding installation. The APMO, APO's, and other acquisition and property management personnel should be familiar with GSA AUO's. They can provide leads or may be aware of excess property that may be available in the future.

. View GSA excess property online in PROP.

. PROCEDURES FOR ACQUISITION

Excess personal property identified for possible acquisition can be secured through the following procedures:

. Freeze Request.

A "Freeze Request" will reserve the property for inspection and preparation of possible acquisition. The GSA regional office listing the property to be acquired should be contacted. Each GSA Region provides

Regional "Freeze Request" call instructions.

- . Screen Property.

Personally inspect the property to determine its condition and usefulness to the project or program for which it is to be acquired. Onsite inspections are strongly recommended to assure stated condition. Should personal inspection be impractical, information as to the nature and condition of the property may be secured from the reporting Agency official with personal knowledge of the property in question.

## SECTION IV - ACQUISITION

### CHAPTER 2 - EXCHANGE/SALE

#### 1. GENERAL

**PURPOSE:** The purpose of this chapter is to provide conditions and procedures for the exchange/sale of personal property. Property items selected for replacement, that are needed in the conduct of approved programs and are not excess, may be exchanged (traded in) or sold. When such items are similar, the exchange (trade in) allowance or proceeds from the sale may be applied in whole, or in part, as payment for the replacement property acquired.

When replacing personal property with similar items, the exchange/sale authority provides for the value of the old items to be used to reduce the cost of the replacement item either by exchange (trade-in) or sale and use of the proceeds in the acquisition of the replacement item.

**AUTHORITIES:** FPMR 101-46, Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority.

#### 2. EXCHANGE OR SALE DETERMINATION

The appropriate property official must determine if exchange or sale of the property item will obtain the maximum return to the Government including administrative overhead expenses. If exchange is impractical or sale proceeds are estimated to be less than \$100, the property should be declared excess.

#### 3. CONDITIONS OF EXCHANGE/SALE

Exchange/sale of personal property items are authorized when all the following conditions are met:

- . The item(s) to be sold or exchanged are similar to the item(s) to be acquired. To be similar, the item to be acquired must be designed and constructed for the same specific purpose as the item to be replaced.
- . The items exchanged or sold are not excess.
- . Replacement is on a one-for-one basis except when a greater or lesser number of acquired items will be used to perform substantially all of the same tasks performed by the replaced item.
- . The items to be acquired must be intended for use on the same or a related program, and a certification to

that effect is required on the AD-107, Report of Transfer or Other Disposition or Construction of Property.

- . Property in new, unused, or scrap condition may not be exchanged or sold under this authority except in the case of scrap gold for fine gold.
- . Property acquired from excess must be placed in official use for a minimum of 1 year to be eligible for replacement under the exchange/sale authority.

Items not eligible for exchange/sale are:

- . Items excess to ARS needs.
- . Items in new or unused condition.
- . Items found in any of the FSC groups listed in Exhibit 5.
- . Items originally acquired from another agency as excess, unless such property has been placed in use by ARS for at least 1 year.

Proceeds from sale of personal property disposed of under the exchange/sale authority will be handled in accordance with Financial Management Division Directive 326.0, Chapter 2400, Reimbursable and Trust Fund Agreement, (Exhibit 6).

- . Property may not be sold to employees who are or were:
  - . Directly or indirectly formally accountable for the property.
  - . Formerly used the property.
  - . In any way connected with its condemnation, declaration as excess, or sale.

#### **4. PROCEDURES FOR EXCHANGE/SALE OF PROPERTY**

The APO or requisitioner shall identify property available for replacement through exchange (trade-in) and prepare and submit an AD-700, Procurement Request, to the appropriate procurement office. The AD-700 is to clearly identify property being used for exchange.

The procurement office shall prepare an AD-838, Purchase Order, which identifies the property of exchange and forward it for review and approval to the appropriate property official.

The appropriate property official shall:

- . Review the AD-838 to ensure compliance with Federal regulations regarding the exchange of property.
- . Provide instructions and assistance to APO carrying out the transaction including the preparation and submission of an AD-107 to document the disposition of the exchanged property item.

- . Submit to the Area Budget and Fiscal Office, an AD-107, requesting that the proceeds from the exchange/sale transaction be transferred into the appropriate suspense account. The AD-107 is to identify the exchange/sale transaction, the proceeds, and the suspense account to which the proceeds are to be transferred.

- . Enter completed transaction in PROP.

- . The APO is to prepare and obtain receipt signature on the AD-107 when exchanged property item is released according to appropriate property official instructions. A completed copy of the AD-107 is to be forwarded to the appropriate property official.

## **SECTION IV - ACQUISITION**

### **CHAPTER 3 - ACCEPTANCE OF GIFTS**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide information on procedures for accepting gifts. The Secretary of Agriculture has specific statutory authority to accept gifts of real and personal property on behalf of the United States under Public Law 95-442, dated October 10, 1978 (7 USC 2269). The Administrator, ARS, has specific delegated authority in 7 USC 2.57 to accept and administer gifts or devises of real and personal property for the benefit of the Agricultural Research Service. The Administrator, ARS, has delegated this authority to the Deputy Administrator, Administrative and Financial Management (Exhibit 7).

**AUTHORITY:** AGPMR 104-43, Utilization of Personal Property, AGPMR 104-49, Utilizations, Donations and Disposal of Foreign Gifts and Decorations, AGPMR 104-50, Property Management, and ARS Directive 468.4, Foreign Gifts and Decorations.

#### **2. RESTRICTIONS**

Offers of gifts falling within these authorities may be considered under the following restrictions:

- . Acceptance will not imply an endorsement of the gift or giver.
- . Acceptance will not obligate ARS to provide the giver with data or information on usage or performance.
- . The property will not contain any advertising matter or any indication that it was given to ARS by the giver.
- . All offers are supported by a signed letter from the giver stating the giver is the sole owner of the described property and offers the property as an unconditional gift to the Department.
- . The gift is accepted, in writing, on behalf of the Secretary of Agriculture or the Administrator, ARS.

Property items accepted are subject to Federal, USDA, and ARS property management regulations.

#### **3. PROCEDURES FOR ACCEPTANCE OF GIFTS**

Employees considering an offer of real or personal property as a gift to ARS shall:

- . Ensure that the offered property gift is in direct support of an authorized program.
- . Notify the offeror of the restrictions under which a gift can be accepted.
- . Obtain a signed letter from the offeror stating:
  - . The offeror is the sole owner of the property.
  - . A complete description of the property.
  - . That the property is offered as an unconditional gift to ARS.
- . Submit a written justification and offer letter to the AAO. The AAO will forward the justification to the APMO.
- . The APMO will review the justification and recommend acceptance or nonacceptance of the gift.
  - . Nonacceptance of a gift shall be documented in writing to the employee. All information submitted with the justification is to be returned to the employee.
  - . A recommendation for acceptance of a gift shall be made in writing, signed, and dated by the AAO, and forwarded with all supporting information to the PMO.
- . The PMO will determine if ARS is authorized to accept the gift.
  - . If the gift is not authorized, the AAO will be notified in writing and a possible alternate method of acquiring the property will be recommended.
  - . If the gift is authorized, the PMO will forward an acceptance letter for signature to the Deputy Administrator for Administrative and Financial Management.
- . Upon approval and receipt of the gift, the APMO will prepare an AD-107 to document receipt of the gift and follow the personal property procedures for assigning accountability and control of property.

#### **4. FOREIGN GIFTS AND DECORATIONS**

Employees shall comply with the provisions of ARS Directive 468.4, Foreign Gifts and Decorations, when accepting any gift or decoration from a foreign government.

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## SECTION V - DISPOSAL

### CHAPTER 1- REPORTING EXCESS PROPERTY FOR DISPOSAL

#### 1. GENERAL

**PURPOSE:** The purpose of this chapter is to establish the policy and procedures for the maximum utilization of personal property and the disposal of excess property. In accordance with AGPMR 104-43.3, Utilization of Excess, personal property under the control of ARS, which is no longer required for the discharge of ARS responsibilities, will be declared excess and reported to the appropriate excess property program. **Excess property items are not to be accumulated or stored.** The excess property programs include DEPPC, CEPO, and GSA.

**AUTHORITIES:** FPMR, Part 101-43, Utilization of Personal Property, AGPMR, Part 104, Subchapter H, Utilization and Disposal Part, and AGPMR 104-43, Utilization of Personal Property.

#### 2. EXCESS DETERMINATION

Excess determination (unneeded or underutilized property) is defined below:

- . Identify unneeded property through regular inventories.
- . Identify underutilized property by performing routine walk through inspections.
- . Examine maintenance schedules to identify items which have become uneconomical to repair.
- . Unserviceable property items, including scrap and salvage, are not to be declared excess.

The following organizations are eligible to obtain excess property:

- . Federal agencies, including wholly owned Government corporations.
- . Cost reimbursement Government contractors.
- . Federal cooperatives and project grantees.
- . District of Columbia municipal Government.
- . Architect of the Capitol, U.S. Congress.
- . Federal judicial agencies.

#### 3. UTILIZATION OF EXCESS

AGPMR 104-43.7001, Reporting requirements, states that excess property items located within the

continental United States will be reported to the Departmental Excess Personal Property Coordinator, except for ARS facilities located in the Washington Metropolitan Area. DEPPC is a function of the Farmers Home Administration, Property and Supply Management, located in St. Louis, Missouri, and conducts concurrent agency/departmental utilization screening for possible reassignment of excess property to other USDA activities.

Items of excess reportable personal property are made available for Departmental screening for a period of at least 45 calendar days, following the date the item is reported to DEPPC. DEPPC automatically reserves ARS excess property for 15 days for reassignment within the Agency.

DEPPC distributes a monthly excess property list to all USDA agencies advertising excess property and condition codes for utilization screening and maintains individual agency property needs. Excess property may also be reviewed electronically in the PROP system.

#### **4. EXCESS REPORTING REQUIREMENTS**

Excess property is identified in **two basic categories** for utilization screening.

- . Reportable excess personal property:
  - . Individual items or groups of like items on the same Federal Supply Group (FSG), (Exhibit 8) valued at \$1,000 or more in original cost, including furniture; and
  - . Items which are equal or better than the disposal condition codes listed by FSG classification. The FSG classification condition codes are listed in Exhibit 9.
- . Nonreportable personal property:
  - . Items of excess personal property not matching reportable criteria.
  - . Books and periodicals.
  - . Nuclear Regulatory Commission controlled materials. When an item is determined to contain radioactive materials, that item cannot be disposed of without the prior approval of the USDA Radiation Safety Office. Disposal or transfer is permitted only to other persons or facilities with a current Nuclear Regulatory Commission or Agreement State license to possess the material.

The following is a list of property that typically contains radioactive materials:

- . Nuclear moisture/density gauges.
- . Gas chromatograph with electron capture detectors.
- . X-ray florescence analyzers.
- . Bone densitometers.
- . Devices with "Sealed Source" designation.



- . The following excess property items are not to be reported through the excess property program:
  - . Perishables.
  - . Animals and animal products.
  - . Property dangerous to public health or safety.
  - . Intangible property such as books and periodicals (Refer to Section P, of this Chapter).
  - . Firearms (Refer to Section P, of this Chapter).
  - . Insecticides, herbicides, and fungicides (Refer to Section P, of the chapter).
  - . Property of historical significance.

## **5. REPORTING EXCESS PROPERTY TO DEPPC**

The APO having custody or control of property shall identify and promptly report excess property to the appropriate property official with the following information:

- . Description of the property included on the Official Property Record, i.e., National Finance Center identification number (bar code number), serial number, and model number.
- . True condition of the property as of the date it is reported excess by assigning an appropriate condition code (Exhibit 9).
- . Physical location of the excess items, i.e., building and/or room numbers.

The appropriate property official shall review each memorandum and/or AD-107, Report of Transfer or Other Disposition or Construction of Property, received from the APO and reassign excess property within the Area or location, as appropriate. If the property cannot be utilized within the Agency, the appropriate property official shall promptly report excess property to DEPPC for screening.

The following information shall be reported electronically to DEPPC using PROP:

- . A report number which is comprised of the FEDSTRIP activity address code identifying the reporting activity, a Julian Date on which the report is prepared, and the line item number.
- . An accurate description of the property including the serial number, original acquisition cost, acquisition date, NSN, and details which are informative to potential customers. (This information can be provided in Notes field in PROP.)
- . An accurate disposal condition code.
- . The Federal Supply Classification (FSC) Group must be identified.

- . The name and telephone number of a contact person who can respond to inquiries about the excess property being reported.
- . Physical location of the property.

The appropriate property official shall prepare an AD-107 or SF-122, for disposition of the property item. The APO shall obtain a receipt signature on the official document when the property item is released. A completed copy of the documentation shall be forwarded to the appropriate property official to document changes in PROP.

Operating manuals, diagrams, maintenance records, logs, or other instructional materials should remain with the property item until final disposition has been completed.

The APO shall continue to maintain accountability and control of the property until a final determination is made whether to transfer, donate, sell, abandon, or destroy the property.

## **6. SCREENING PROCEDURES FOR NONREPORTABLE PROPERTY**

Nonreportable excess property not matching reportable criteria may either be made available for **local** departmental screening for 15 days or reported to DEPPC by the appropriate property official. Local departmental screening will consist of reasonable attempts to contact other USDA agencies for possible transfer.

Nonreportable property which merits Department wide review should be reported to DEPPC instead of local screening. Listings of nonreportable property can be counted in bulk for like items in the same FSC group. Examples of bulk line items are three secretarial desks; three IBM typewriters, or 40 assorted calculators. To facilitate the transfer of nonreportable property, the appropriate property official should also submit nonreportable want lists to DEPPC to ensure circulation among other USDA agencies in the vicinity.

DEPPC has the authority to waive Departmental screening for excess personal property determined to have marginal reutilization potential. Following DEPPC or local Departmental screening, excess nonreportable property will be made available for:

- . 21 days for GSA utilization screening; and
- . 21 days for donation screening.

## **7. GSA SCREENING PROCEDURES**

Excess property that is not claimed by a USDA agency during the DEPPC screening period is electronically reported to GSA for utilization screening among other Federal agencies. GSA distinguishes property between:

- . Reportable items (valued at \$1,000 and above within minimum condition codes including furniture). Utilization screening is conducted for a period of 60 days for reportable property.
- . Nonreportable items (below \$1,000, or property not within acceptable condition codes). Utilization screening is conducted for 21 days for nonreportable property.

Excess property will become surplus property at the close of business after 120 days of combined Departmental and Federal screening. GSA will issue final disposition instructions to the appropriate property official.

## **8. HELPFUL HINT FOR EXPEDITED DISPOSAL ACTION**

If expedited disposal action is required due to location of property, abandonment, or location closure, etc., contact the APMO for expeditious processing of reportable and nonreportable property. Provide specific information of the earliest and latest property removal dates. The APMO will contact the Office of Operations through Headquarters to authorize acceleration of DEPPC and GSA screening cycles.

## **9. EXCESS REPORTING REQUIREMENTS FOR CEPO IN THE WASHINGTON METROPOLITAN AREA**

The Centralized Excess Property Operation (CEPO) performs utilization screening and disposition of excess property for facilities located in the Washington Metropolitan Area. The APO having custody or control of property shall identify and promptly report excess property to the Personal Property Management Section and/or the Area Service Center in accordance with the following provisions:

- . Descriptive information of the property included on the Official Property Record, i.e., National Finance Center identification number (bar code number), serial number, and model number.
- . True condition of the property as of the date it is reported excess by assigning an appropriate condition code (Exhibit 9).
- . Physical location of the excess items, i.e., building and/or room numbers.
- . Include any available operating manuals, diagrams, maintenance records, logs, or other instructional materials.

The appropriate property official shall examine all property reported as excess and reassign property within Headquarters or the Area, as appropriate. If the property cannot be utilized, the appropriate official shall promptly report excess property to CEPO. The APO shall continue to maintain accountability, control, and safeguarding of excess property until the property is properly transferred, donated, sold, abandoned, or destroyed.

CEPO has specific reporting procedures for certain categories of excess property. These categories and reporting requirements are listed below.

## **10. REPORTING EXCESS FURNITURE TO CEPO**

All excess furniture must be reported on an AD-107. Excess furniture does not have to be identified with a property tag (AD-1071, USDA Excess Property Tag, Exhibit 10).

## **11. REPORTING EXCESS EQUIPMENT TO CEPO**

All excess office machines, regardless of acquisition cost, and ADP equipment will be reported on an AD-107. Office machines and equipment which are being reported must be physically tagged with an

AD-1071 and provide the following information:

- . Agency
- . Report Number
- . Date
- . Item Number
- . Description of the Property
- . Model Number
- . Serial Number
- . Condition Code

The AD-1071, Excess Property Tag, is available by request from CEPO.

## **12. REPORTING UNSERVICEABLE PROPERTY OR SCRAP TO CEPO**

Property determined to be unserviceable or scrap should be reported to CEPO on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property (Exhibit 11). CEPO will pick up the property or make arrangements for its removal.

## **13. ADVANCED SCREENING OF EXCESS PROPERTY REPORTED TO CEPO**

Prior to pick up, CEPO will decide if advanced screening of excess property will be conducted to determine property condition and destination; e.g., GSA, landfill, scrap, or CEPO. However, CEPO will pick up and remove all excess property regardless of its condition.

Agencies delivering their own property to CEPO will be exempt from advanced screening.

## **14. CEPO RECEIPT/PICK UP**

The appropriate property official and CEPO will communicate in advance to arrange for scheduled pick ups.

CEPO will pick up (by work order) all declared excess property from a location designated by the Service Center or PPD no later than three working days after receipt of proper documentation. At the time of pick up, items will be verified against the turn-in document. A signed receipt will be given to the property contact. Copies of completed documents shall be forwarded to the APO when the property transaction has been completed.

ADP equipment or office machines **will not be picked up** without proper tagging and documentation.

## **15. HELPFUL HINTS - CEPO**

Provide an Agency Report Number on all forms submitted to CEPO such as AD-107, AD-112, and SF-126. This will allow for better record keeping and report identification for CEPO and ARS.

To eliminate confusion and facilitate processing of reported property, furniture, equipment, or office machines should not be reported together on the same AD-107. A separate form should be prepared for each general type of property; e.g., furniture, ADP equipment, office machines, etc.

NOTE: All USDA agencies located in the Washington Metropolitan Area are automatically billed for

CEPO services whether or not these services are utilized. CEPO billing services are determined by the agency's size and ARS represents one of the largest USDA agencies in the area.

## **16. DISPOSAL REQUIREMENTS FOR ITEMS REQUIRING SPECIAL HANDLING**

**EXPENDABLE PUBLISHED MATERIALS**: The appropriate property official is authorized to dispose of expendable published material in their accountable area.

Published material acquired for clipping, distribution, or other similar uses and whose usefulness is exhausted in a relatively brief period, are classified as expendable. They include:

- . Newspapers.
- . Reprints of articles.
- . Unbound periodical and serial publications.
- . Dictionaries, style manuals, reference aids, and similar materials acquired for office use costing less than \$300.
- . Published materials acquired for training purpose.
- . Materials published by contractors and grantees for their own use under ARS contracts and grants.

**AIRCRAFT AND AIRCRAFT COMPONENTS AND ACCESSORIES**: Aircraft, aircraft components, and accessories are reportable on a SF-120, Report of Excess Property, to the Property Management Officer, AFM Headquarters, for submission to the Office of Operations (OO) or through direct screening within the Department. Direct screening will consist of contacts between user agencies with appropriate documentation on a SF-120. User agencies are the Animal and Plant Health Inspection Service and Forest Service. If excess aircraft, parts, or components are not required by either of these USDA agencies, OO will report the excess aircraft directly to the General Services Administration, Region 9, for further Federal screening. Do not report aircraft on the same SF-120 as parts and components.

**ALL-TERRAIN VEHICLES**: Three-wheeled and four-wheeled all-terrain vehicles (ATV's) are classified as dangerous property and will not be sold to the general public for operational use. If arrangements can be made with a dealer, four-wheeled vehicles may be exchanged. Prior to public sale, ATV's must be mutilated in a manner to prevent operational use.

**ANIMALS, ANIMAL PRODUCTS, AND PERISHABLES**: Excess animals, animal products, and perishables may be sold in accordance with exchange/sale authorities. ARS is authorized to sell animals, animal products, and perishables regardless of the estimated proceeds from sales.

**EXPLOSIVES**: When reporting explosives or supplies used for blasting purposes, a statement must be included on the AD-107 with respect to their hazardous characteristics. The item must also be properly labeled identifying the hazard prior to reporting. The APO is responsible for ensuring that certification of proper labeling of the item has been accomplished prior to the release of the explosive items and/or supplies.

**FIREARMS**: Excess firearms and accessory items for such weapons must be reported through the APMO to the PMO, AFM Headquarters, on a SF-120, Report of Excess Property, for disposal actions. AGPMR 104-43.311-4, Firearms, states that the disposal of firearms must be reported to the Office of Operations. Weapons which are no longer required for Federal use, will be disposed of as scrap after total destruction by either crushing, cutting, breaking, or deforming. Donation and public sale of firearms is prohibited.

**FOREIGN EXCESS**: All foreign excess personal property will be reported directly to GSA through an Embassy for excess utilization screening or disposal.

**INSECTICIDES, HERBICIDES, and FUNGICIDES**: Excess or surplus insecticides, herbicides, and fungicides will not be reported to DEPPC or GSA but shall be disposed of according to the instructions of the Collateral Duty Safety Officer (CDSO) on a case-by-case basis.

**NARCOTICS/CONTROLLED SUBSTANCES**: ARS registrants shall report excess and surplus narcotics/controlled substances to the appropriate CDSO. Excess narcotics/controlled substances will not be reported to DEPPC or GSA but shall be transferred or disposed of in accordance with the CDSO's instructions which will be provided on a case-by-case basis. When reporting excess narcotics/controlled substances, include the following information:

- . Complete description of material and quantity.
- . Registrant's name and registration number.
- . Recommended transfer or disposition.

**PROPERTY DANGEROUS TO PUBLIC HEALTH OR SAFETY**: Property dangerous to the public health or safety, such as materials containing or formerly containing poisonous properties, explosives, firearms, hazardous materials, biological, and/or reagents shall not be reported to DEPPC or GSA, but shall be transferred or disposed of in accordance with the instructions of the respective CDSO and the LAO on a case-by-case basis. Reporting units will:

- . Include a statement on the AD-107 with respect to the hazardous characteristics of the item.
- . If possible, decontaminate the item of all known hazards.
- . Properly label all material and equipment identifying the hazard.
- . Recommend transfer or disposal.
- . Ensure that certification of the hazard and proper labeling of the material has been executed prior to release or destruction.

**PROPERTY OF HISTORICAL SIGNIFICANCE**: Activities with historically significant excess property will report such items to the PMO by letter with an explanation of how the items were used and maintained.

**RADIOACTIVE MATERIAL AND RADIATION EMANATING EQUIPMENT**: When an item is determined to contain radioactive materials, that item cannot be disposed of without the prior approval of



the USDA Radiation Safety Office. Disposal or transfer is permitted only to other persons or facilities with a current Nuclear Regulatory Commission or Agreement State License to possess the material. The following is a list of property that typically contain radioactive materials:

- . Nuclear Moisture/Density Gauges.
- . Gas Chromatograph with Electron Capture Detectors.
- . X-ray Florescence Analyzers.
- . Bone Densitometers.
- . Devices with "Sealed Source" designation.

## **17. COMMERCIAL SOFTWARE**

The USDA policy is that all commercial software shall be disposed of in accordance with AGPMR 104-53.1, Disposal Procedures for Commercial Software. The regulation defines commercial software as software that is available from a vendor representing itself to have exclusive ownership or marketing rights of that software.

The appropriate property official shall refer all excess software to the Area Computer Specialist (ACS) to determine the licensing agreement between the vendor and ARS. If the software is required to be returned to the vendor, include all publications or instructions pertaining to the software. All costs of returning the software should be the responsibility of the vendor unless otherwise stated in the licensing agreement. Other licensing agreements require that the software be destroyed.

All excess commercial software must be reported to DEPPC either online or on an SF-120, using 7777 as the National Stock Number (NSN). The NSN will alert the DEPPC coordinator that the item is software and should not be report to GSA for donation or sale. DEPPC will send your office a letter authorizing destruction of the software after Departmental screening has been completed and no USDA agency has requested the excess software.

Prior to disposal of commercial software, the ACS will remove any backup copies from equipment in which it is installed or is being utilized.

All obsolete commercial software should be destroyed, according to the provisions of AGPMR 104-45.904, Abandonment or Destruction. The appropriate property official shall document disposal of the all software on an AD-112, Report of Unserviceable, Lost or Damaged Property.

## **18. HELPFUL HINTS TO ACCELERATE THE DISPOSAL PROCESS**

The following are techniques to accelerate the disposal process:

- . Report undeclared excess to begin utilization screening.

Advance utilization screening of targeted excess property will enable holding agencies to coincide disposal with acquisition. Reports of predetermined excess should indicate the earliest date property will



become available.

- . Contact CEPO, DEPPC and GSA Region if expedited disposal is required. (GSA regional office information is located in Exhibit 12).

Unforeseen circumstances may interrupt the orderly system of personal property disposal. Disposal time frames can be altered. When time and space are considerations, contact the appropriate offices (Area Office or the Location Administrative Office) to request accelerated disposal action.

- . Provide accurate disposal condition codes on property descriptions (Exhibit 9).
- . If items have been withdrawn or if the condition of the property has changed, notify CEPO, DEPPC, or GSA of such changes.
- . Establish a follow up procedure to review GSA disposal actions.

Property transferred, donated, or sold by GSA should be promptly removed by the recipient. GSA should be notified of delayed removal of property so remedial action can be taken.

## **SECTION V - DISPOSAL**

### **CHAPTER 2 - DONATION OF SURPLUS PROPERTY**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to define the requirements associated with the donation of surplus personal property.

**AUTHORITIES:** FPMR 101-44, Donation of Personal Property, and Public Law 102- 245, Stevenson/Wydler Technology Act.

#### **2. DETERMINATION OF SURPLUS PERSONAL PROPERTY**

After the excess property utilization screening cycle has been completed, GSA will notify the appropriate property official that the excess property has become surplus property and is available for donation. Surplus property is defined as personal property items which are no longer required for the needs of Federal agencies.

GSA has sole authority to approve donations of surplus property. All transfers of donated surplus property must be approved in advance by GSA.

#### **3. SURPLUS PERSONAL PROPERTY PROGRAMS**

Public Law 94-519, which amended the Federal Property and Administration Services Act of 1949, authorizes the Federal surplus personal property programs. In accordance with the law, State Agencies for Surplus Property (SASP) have been established by each State, the District of Columbia, Puerto Rico, the Virgin Islands, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Marianas, and Guam to participate in the donation programs. This law enables State agencies to obtain surplus property for donation to non-Federal public agencies and certain designated recipients. The SASP's advise eligible

recipients of the requirements and procedures necessary to obtain Government surplus property.

- . The major categories of recipients are:
  - . Public agencies.
  - . Nonprofit educational and public health activities.
  - . Nonprofit and public programs for the elderly.
  - . Educational activities of special interest to the armed services.
  - . Public airports.
  - . The homeless.

#### **4. DONATION SCREENING**

Area Offices and locations holding surplus personal property shall cooperate with all State agencies and their authorized representatives to participate in the donation program in locating, screening, and inspecting surplus property for donation. Upon request, ARS activities shall make available to these agencies or their representatives complete information regarding the quantity, description, condition, and location of surplus property.

GSA will contact the appropriate property official not later than 15 days before the date of onsite screening is scheduled so that all necessary arrangements can be coordinated and agreed upon.

The appropriate property official will make surplus personal property available to allow authorized SASP screeners to inspect surplus property as prescribed in FPMR 101-44, Donation of personal property.

- . The screening sessions should be conducted as follows:
  - . The donation screening period should be limited to specific dates. Generally five working days is sufficient for screening.
  - . The property selected for screening sessions should be set aside in separate areas and properly identified to facilitate screening.
  - . GSA and State agency representatives should be present during all screenings.
  - . The State agency representative shall submit an SF-123, Transfer Order of Surplus Property, to GSA for the selected property.

The surplus property will be set aside for a maximum of 42 calendar days from the surplus release date, pending receipt of a GSA approved SF-123.

Upon approval by GSA, the appropriate property official shall notify the recipient of the availability of the

property. The recipient is responsible for removing the property or for making arrangements to have the property removed within 15 calendar days from the date of notification. Direct costs incurred in packing, loading, or preparing the property for shipment are the responsibility of the State agency or the designated recipient.

The appropriate property official shall document the donation information in PROP to remove the property from inventory.

## **5. STEVENSON/WYDLER TECHNOLOGY ACT**

The Stevenson/Wydler Technology Act, Public Law 102-245, enables Federal agencies to donate excess research equipment to eligible educational institutions and nonprofit organizations involved in technical and scientific education and research activities.

Prior to donation of excess research equipment, the donating agency must establish a Gift/Acceptance Agreement with the donee. (See Exhibit 25 for a copy of the Agreement.) The Gift/Acceptance Agreement serves as the instrument for the agency and the donee(s) to transfer and accept all present and future donations. Agreement must be approved by the agency's designated approving official and the appropriate property official, will remain in effect for 3 years, and may be extended or amended at any time prior to expiration.

The AAO has been delegated the authority to approve Gift/Acceptance Agreements and may redelegate this authority to the Location as necessary.

The appropriate property official screens excess research equipment targeted for donation through DEPPC using PMIS/PROP. You must enter "P.L. 102-245" in the "Note" field of each property record to alert DEPPC you are requesting donation under Stevenson-Wydler. The property will remain in the excess system for 30-45 days and, if there are no requests from USDA agencies, DEPPC will send the appropriate property official a copy of the excess report stamped "Donation Authority to the Holding Agency in Accordance with P.L. 102-245."

The appropriate property official prepares form SF-122, Transfer Order-Excess Personal Property, and obtains a written justification (submitted by the donee) explaining why the property is needed. Include the following information on the SF- 122:

- . Name and address of Donee Institution.
- . Name and address of holding agency.
- . Location of the property.
- . Shipping instructions (Donee contact person).
- . Complete description of property including serial number, NFC identification number, acquisition amount, condition code, quantity, and agency order number.
- . Add the following statement after property descriptions:

"The property requested hereon is certified to be used for the conduct of technical and scientific education and research activities. This donation is pursuant to the provisions of Public Law 102-245."

. Signature of the designated approving official and the appropriate property official.

Upon receipt of the property, the Donee must sign and return the SF-122 to the appropriate property official. The appropriate property official must send an informational copy of the completed form to GSA and complete the transaction in PROP.

Title to excess property donated under this Act will automatically pass to the donee once the donating agency receives the SF-122 indicating that the donee has received the property. The donee is responsible for paying all costs associated with packaging and transportation.

Excess property in the following FSC classes are eligible for donation:

- . 19 Ships, Small Rafts, Pontoons, & Floating Docks
- . 23 Vehicles, Trailers & Cycles
- . 24 Tractors
- . 37 Agricultural Machinery & Equipment
- . 43 Pumps, Compressors
- . 48 Valves
- . 58 Communication, Detection, & Coherent Radiation Equipment
- . 59 Electrical & Electronic Equipment Components
- . 65 Medical, Dental, & Veterinary Equipment & Supplies
- . 66 Instruments & Lab Equipment
- . 67 Photographic Equipment
- . 68 Chemicals & Chemical Products
- . 70 General Purpose ADP Equipment, Software, Supplies, & Support Equipment
- . 74 Office Machines & Visible Record Equipment

Requests for property in FSC classes other than the above must be referred to the agency head for consideration and approval.

## **6. ASSISTANCE IN MAJOR DISASTER RELIEF**

Upon declaration by the President of an emergency or major disaster, surplus equipment and supplies may be donated to State and local governments for use and distribution by them for emergency or major disaster assistance purposes in accordance with the directions of the Federal Emergency Management Agency pursuant to the Disaster Relief Act of 1974, and Executive Order 12148, as amended. All donations of surplus personal property for major disaster assistance purposes require the prior approval of GSA except where property already transferred for donation is donated to eligible donees by the State agency.

## **SECTION V - DISPOSAL**

### **CHAPTER 3 - SALE OF SURPLUS PROPERTY**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to define the requirements for selling surplus property and the abandonment or destruction of surplus property.

**AUTHORITIES:** FPMR 101-46, Utilization and Disposal of Personal Property Pursuant to Exchange/Sale Authority, FPMR 101-45, Sale, abandonment, or destruction of personal property, and AGPMR 104-45.9, Abandonment or Destruction.

## **2. EXCHANGE/SALE OF PERSONAL PROPERTY**

In accordance with FPMR 101-46.3, Exchange and Sales Procedures, when replacing personal property with similar items, that are needed in the administration of ARS programs and that are **not** excess property, these items may be exchanged (traded in) or sold.

The exchange/sale authority provides for the value of an old item to be used to reduce the cost of the replacement item either by exchange/sale (trade-in) or sale, and using the proceeds in the acquisition of replacement items.

The appropriate property official must determine if exchange or sale of the personal property will obtain the maximum return to ARS including administrative costs. If exchange is impractical or the sale proceeds are estimated to be less than \$100, the property should be declared excess.

## **3. RESTRICTIONS AND LIMITATIONS**

Exchange/sales of personal property items are authorized when all the following conditions are met:

- . The item(s) to be exchanged or sold must be similar to the item(s) to be acquired. Items are similar when the item acquired is designed and constructed for the same specific purpose as the item to be replaced.
- . The items exchanged or sold are not excess.
- . Replacement is on a one-for-one basis except when a greater or lesser number of acquired items will be used to perform substantially all of the same tasks performed by the replaced items. Accordingly, the items to be acquired must be intended for use on the same or a related program, and a certification statement by the APO to that effect is required on the AD-107, Report of Transfer, or other Disposition of Property or Construction of Property.
- . Property in new, unused, or scrap condition may not be exchanged or sold under this authority except in the case of scrap gold for fine gold.
- . Property acquired from excess must be placed in official use for a minimum of 1 year to be eligible for replacement under the exchange/sale authority.

Proceeds from the sale of an item of personal property under the exchange authority will be handled in accordance with the Financial Management Manual 326.0, Chapter 2400, Reimbursable and Trust Fund Agreements (Exhibit 6).

**NOTE:** A list of Federal Supply Classification groups ineligible for exchange/sale are located in Exhibit 5.

#### **4. PROCEDURES FOR EXCHANGE (TRADE-IN) OF PROPERTY**

The APO or requisitioner shall identify property available for replacement through exchange sale (trade-in) and prepare and submit an AD-700, Procurement Request, to the appropriate procurement office. The AD-700 shall clearly identify property being used for exchange.

**The LAO shall:**

- . Provide instructions and assistance to the APO to process the transaction including the preparation and submission of an AD-107, Report of Transfer or Other Disposition or Construction of Property, to document the disposition of the exchanged property item.
- . Prepare and submit to the Area Budget and Fiscal Office, an AD-107, requesting that the proceeds from the exchange/sale transaction be transferred into the appropriate suspense account.
- . Enter completed transaction in PROP.

**The APO shall:**

- . Prepare and obtain receipt signature on an AD-107 when exchanged property item is released according to the appropriate property official's instructions.
- . Forward a completed copy of the AD-107 to the appropriate property official.

#### **5. ARS ADMINISTERED SMALL LOT SALES**

In accordance with FPMR 101-45.304-3, Limited sales by holding agency, each agency may sell their own property if the estimated sales proceeds will be less than \$5,000. GSA must approve the sale if estimated sales proceeds exceed \$5,000. The appropriate property official must provide advance notice to the appropriate GSA regional sales office before conducting a sale of surplus property. (GSA locations are listed in Exhibit 12).

Only competitive sales methods may be used. The three prescribed methods of small lot sales are listed as follows:

**Sealed Bid Sales.** Bidders shall be required to submit, to the office designated for receipt and opening of bids, sealed written bid forms for public opening at a time and place designated.

**Spot Bid Sales.** Bidders shall be furnished with bid forms in advance of the bidding. A separate bid form should be used for each lot or unit to be sold.

**Auction Bid Sales.** The terms and conditions of the sale must be published and distributed to the participating buyers immediately prior to commencement of the sale. Offerings must reserve the Government's right to accept or reject any or all bids.

## **6. PREPARATION OF SALES OFFERING**

The preferred sales method for small lot sales is the informal sealed bid method although auction and spot bid methods are also acceptable. The appropriate property official must determine the method of sale to be used.

- . The appropriate property official will:
  - . Prepare a sales offering using Optional Form 15, Poster, Sale of Government Property, to advertise sales. The OF-15 should be mailed to the GSA regional office and publicly displayed in prominent locations in public buildings for 14 days in advance of the sale (Exhibit 13).
  - . The OF-15 should include the following information:
    - . Designated time, date, and place for bid opening.
    - . Demand for certified payment within 10 days.
    - . Removal within 15 days after award.
  - . Provide a statement on the bottom of the OF-15 indicating that the reverse side of the OF-15 or an attachment contains the special provisions for the sale. The appropriate property official is responsible for preparing the special provisions. Listed below are those provisions:
    - . Acceptable forms of payment are certified checks, cashier's checks, money orders, or cash, etc. Full payment is required before removal of the property.
    - . A full and accurate description of the property in commercial terms, including all known defects, using the best information available.
    - . Inclusion of the following special conditions of sale in all offerings:
      - . Any special conditions that apply.
      - . Any other special conditions that apply.
  - . Advertise in one local newspaper where the property will be sold at least 14 days prior to the date of sale. When a classified advertisement is used, the OF- 15 is optional. The OF-15 must, however, be displayed at the sale site.
  - . Assemble property in reasonable sized lots of like or similar items by make or manufacturer. Unused property shall be lotted separately from used items. Scrap and other property having scrap value shall not be included in the same sale with usable items.
  - . Establish prudent estimates of the worth of the property prior to the sale. Normally, bids lower than the established estimate of worth will not result in awards. The established price must not be revealed to bidders.



- . Determine high bidders for sealed bid sales, prepare a complete abstract list of bidders' names and bid prices by number. The following data and signed statement must appear on all abstracts of bids: "I certify that I have personally opened and read all bids received, verified all entries on this abstract from those bids, and find them correct."
- . Prepare an OF-16, Sales Slip, Sale of Government Personal Property, (Exhibit 14) for each item or lot sold. The OF-16 is a multipurpose form that is used to document notice of award (invoice), cash receipt, permanent account record, and property release document.
- . Award to a successful bidder may be given by either telephone (confirmed by written notice) or by mail. After full payment has been received, the buyer has 15 calendar days to remove the property from the location.
- . Deposit proceeds into the U.S. Treasury as miscellaneous receipts. Proceeds for exchange/sale property may be applied to the purchase of similar or like items acquired for replacement purposes.
- . Forward the sales results to the appropriate GSA Regional Sales Office within 10 days of sale. Include copies of the OF-15 and OF-16 (also property listing if applicable), and enclose the abstract of bids if the sealed bid sales method was used.

## **7. GSA ADMINISTERED SALES**

In accordance with FPMR 101-45, Sale, Abandonment, or Destruction of Personal Property, GSA is responsible for selling surplus property for ARS. The Area Office or Location is responsible for the care and handling of surplus property during the sales process. The appropriate property official shall:

- . Provide descriptive information for sale and accountability on a SF-120, Report of Excess Personal Property, for reportable property (Exhibit 15), or a SF-126, Report of Personal Property For Sale, for nonreportable property (Exhibit 16).
- . Provide for inspection by prospective bidders.
- . Provide facilities and assistance when requested by GSA.
- . Assist in the physical lotting of property to be sold. (Lotting refers to the division of property into reasonably sized groups of similar items in order to promote competitive bidding).
- . Transport property to a consolidated sales site when acceptable to both ARS and GSA.

Unserviceable property may be sold as scrap upon determination of unserviceability and LAO approval in writing.

## **8. ABANDONMENT AND DESTRUCTION OF PERSONAL PROPERTY**

Personal property reaches the abandonment and destruction cycle after all efforts of utilization, donation, and sales efforts have produced no results. It has been demonstrated that the property has no utilization,

donation, or sales value and is eligible for abandonment or destruction.

It is **very important** that abandonment or destruction be documented properly on an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, and that all audit trail requirements are met.

The first requirement for the appropriate property official to determine is the proper authority for the disposal of property through abandonment and destruction. The authorities are:

- . The property has no commercial value as either an individual item or as scrap.
- . Following GSA utilization and donation cycles, property for which the cost of care, handling, and preparation of the property for sale would be greater than the expected sales proceeds (estimated fair market value).
- . A law or regulation requires the abandonment or destruction.
- . Written instructions are authorized by a proper authority (health, safety, security) directs abandonment or destruction.

After the proper authority has been determined, the appropriate property official must prepare a written justification for the abandonment or destruction of the property as defined in FPMR 101-45.902, Findings justifying abandonment or destruction. The justification shall include:

- . A description of the property, condition, and acquisition cost.
- . The authority for the abandonment or destruction actions along with any supporting documentation.
- . A statement describing the proposed method of destruction for example, burning, or burying or the abandonment location.
- . A statement that the proposed abandonment or destruction action will not be detrimental or dangerous to public health or safety and will not infringe on the rights of other persons.
- . The signature of the appropriate property official approving the abandonment or destruction.

The appropriate property official should post a public notice of the abandonment or destruction action. Exceptions to the public notice include:

- . In the best interest of the public, immediate abandonment or destruction is necessary or desirable because of the nature of the property or because of the difficulty or expense of its care and handling as prescribed in AGPMR 104- 45.9, Abandonment and

Destruction. The justification on the AD-112 and approval by the appropriate property official should include one of the following statements:

- . The value of the property is so low or the cost of care and handling is so great that retention and advertising for sale is clearly uneconomical.
- . Immediate abandonment or destruction is required because of health, safety, and security

considerations.

. The property to be abandoned or destroyed is unserviceable and expendable property and the accumulation of this type of property is uneconomical and not in the best interest of the Government.

. A single line item of property valued at less than \$500 which meets abandonment or destruction criteria.

The following Certificate of Abandonment or Destruction shall be prepared by the appropriate property official and documented on the AD-112 to satisfy audit trail requirements:

"I certify that the property items listed on this form were abandoned or destroyed in accordance with Federal Property Management Regulations and other applicable regulations."

Agency Official

Date

"I have witnessed the abandonment or destruction of the described property in the manner and on the date stated herein."

Witness

Date

Abandonment and destruction is of extreme interest to auditors, so audit trail visibility for all abandonment and destruction depositions is highly important. A written statement of abandonment and destruction completion signed by an actual witness and a duly authorized official should be retained as a permanent record to satisfy the audit trail. Any items of property delivered to a landfill must have all markings removed and be rendered completely unserviceable.

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## **SECTION VI - FLEET MANAGEMENT MOTOR VEHICLES**

### **CHAPTER 1 - OBTAINING MOTOR VEHICLES**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide Area Office and location management personnel with information on the requirements for obtaining motor vehicles.

All motor vehicles acquired for use by ARS shall be selected to achieve maximum fuel efficiency and shall be limited to the minimum body size, engine size, and optional equipment necessary to fulfill the needs for which the vehicle is being acquired.

**AUTHORITIES:** FPMR Part 101-26, Procurement Sources and Program, FPMR 101-38.1, Motor Vehicle Acquisitions, FPMR 101-38.4, Use and Replacement Standards, and AGPMR 104-26, Procurement Sources

and Programs.

## **2. ACQUIRING MOTOR VEHICLES**

All requests for motor vehicles are to be reviewed and approved by the APMO. The PMO will review and approve all motor vehicle requests for Administrative and Financial Management, Office of the Administrator, National Program Staff, and National Agricultural Library.

All requests for motor vehicles will be reviewed and approved in accordance with the following regulations:

- . As prescribed in FPMR 101-38.101-1, Classification of passenger automobiles, limits the purchase of new sedans and station wagons to the following standards:
  - . Sedans, class IB (subcompact) or class II (compact).
  - . Station wagons, class II (compact) (as described in Federal Standard 122).
- . All passenger carrying vehicles and light truck acquisitions must achieve the Fuel Average Fleet Economy (FAFE) standard established by GSA for the appropriate fiscal year as published in GSA's annual motor vehicle standards. Copies may be obtained from the GSA through your APMO.
- . Through the budget and appropriations approval process, Congress limits the number of passenger vehicles assigned to Federal agencies. In compliance with this requirement, Exhibit 17 shows ARS passenger vehicle inventory ceilings established for Areas and Headquarters. APMO's are responsible for ensuring that passenger motor vehicle inventory ceilings are not exceeded.

## **3. ACQUIRING MOTOR VEHICLES THROUGH GSA'S CONSOLIDATION PROGRAM**

GSA consolidates vehicle orders for volume procurement to take advantage of volume discounts. GSA will consolidate the procurement monthly if a statement is included justifying the need for delivery other than the required delivery times. Exhibit 18 identifies the schedule for volume and identifies monthly consolidations.

Requisitions must be received by GSA by the last day of the consolidation period to be included in that consolidation. Otherwise, the requisition will be held until the end of the next consolidation period.

Delivery times for motor vehicle requirements submitted for monthly consolidated and volume consolidated purchases will range from 210 days to 330 days after final dates for consolidation of requisitions. Included in the delivery time estimates are:

- . 90 to 105 days required for soliciting and receiving bids.
- . 30 to 45 days for evaluation and award of contracts.
- . 90 to 180 days from the date of award for delivery of vehicles to the consigned locations.

For buses, ambulances, and other special duty vehicles procured under monthly consolidated purchases, 240 to 270 days from the date of the award are usually required to effect delivery.

For the purpose of acquisition planning, Exhibit 19 should be used to estimate delivery dates of motor vehicles purchased through GSA.

#### **4. REPLACEMENT STANDARDS**

In accordance with FPMR 101-38.402, Replacement standards, vehicles which meet minimum replacement standards are to be retained when they are in good working condition and can be used or operated safely for an additional period of time without apparent excessive maintenance cost or substantial reduction in trade-in value. Exhibit 20 lists the minimum replacement standards.

#### **5. MOTOR VEHICLE ORDERING PROCEDURES**

The APO shall use the following procedures to acquire a motor vehicle through GSA:

- . Prepare an AD-700, Procurement Request. All requests must describe the type of vehicle required, optional equipment required, specialized equipment required, date needed, and estimated cost. Requisitions should be prepared with appropriate reference to GSA motor vehicle standards.

The motor vehicle standards are published by GSA each year and should be provided to the LAO by their respective APMO.

If the vehicle being ordered replaces an existing vehicle, the AD-700 shall be annotated and include the vehicle serial number and property identification number (bar code label number) of the vehicle being replaced. The proposed acquisition of new or replacement vehicles should be identified in the requisitioning unit's package.

APO's will ensure that AD-700's for motor vehicles are prepared sufficiently in advance of the date needed.

The LAO shall forward the AD-700 to the APMO for processing. Following receipt of the AD-700, the APMO will:

- . Review the AD-700 for acquisition of new motor vehicles for compliance with the requirements, and for possible replacement from excess and surplus sources. The APMO shall work with the APO in meeting the vehicle requirement in the most economically advantageous method.
- . Complete GSA-1781, Motor Vehicle Requisition, utilizing the appropriate vehicle standards and specifications as required and published by GSA for the appropriate fiscal year. A separate GSA-1781 shall be submitted for each vehicle type and consignee.

Each requisition shall indicate the appropriation/fund code and the suspense funding account (if applicable) to be charged. The GSA requisition must bear the original signature of the appropriate property official authorized to obligate funds. The GSA-1781 shall identify the property identification number (bar code label number) of vehicle(s) being replaced by new vehicle(s).

- . Certify, in writing, that requisitions submitted to GSA for new passenger vehicles and light trucks under 8,500 GVWR conform to the provisions of Executive Orders 12003 and 12375, which respectively limit the acquisition of passenger automobiles and light trucks to small, subcompact, or compact classes, and provide the authority for GSA to establish Fleet Average Fuel Economy (FAFE fiscal year objectives. The certification shall be submitted as an attachment to the GSA-1781.

- . Forward the original GSA-1781 and one copy along with the written certification described above to:

General Services Administration  
Federal Supply Service  
Automotive Commodity Center (FCAP)  
Washington, DC 20406.

One copy of the GSA-1781 shall be provided to the appropriate LAO and one copy shall be forwarded to the National Finance Center for obligation purposes.

NOTE: The PMO will submit the GSA-1781 to GSA for motor vehicles ordered for AFM Headquarters activities.

Approximately 30 days before the anticipated shipping date, GSA will forward a GSA-8002-1, Motor Vehicle Delivery Order, to the APMO.

- . The APMO shall forward the following to the location:

- . U.S. Government Vehicle Tags.

- . AD-792, Vehicle Markings - For Official Use Only, United States Government, U.S. Department of Agriculture.

- . AD-185, Motor Vehicle Decal - Penalty for Unofficial Use.

- . ARS-715, Vehicle Operation Record.

- . AD-651, Motor Vehicle Accident Report Kit.

- . Procurement requests due to emergency requirements must be submitted for APMO approval and forwarded to GSA for processing. Emergency orders for motor vehicles are processed through the GSA Express Desk and will receive special handling when the requisition is accompanied by a justification (usually citing urgency of need) for the individual purchase action.

It is the responsibility of the APO to provide the justification to the APMO, clearly explaining the circumstances of the emergency. The justification should include the statement "In accordance with FAR 6.302(c)(2), we are requesting GSA Express Desk procurement."

If approved, GSA will make every effort to meet the delivery date specified in the requisition. The general delivery time frame for emergency acquisitions is 90 days for delivery.

NOTE: Emergency acquisitions through the GSA Express Desk will cost substantially more than acquisitions obtained through the consolidated buy program.

## **6. GSA PROCUREMENT WAIVERS**

When it is determined by the APO that requirements for passenger motor vehicles and trucks indicate the need for procurement by other than GSA, the APO shall prepare a written waiver request justifying the procurement.

Justification may be based upon one or more of the following conditions:

- . Urgency of need (must be clearly explained).
- . Unique characteristics of the vehicle; i.e., special purpose body or equipment requiring closely supervised installation of the equipment by a contractor.

Requests for procurement waivers must be submitted to the APMO for review, approval, and submission to GSA.

If GSA determines that the procurement of an individual agency requirement by GSA would offer no advantage over local purchase of the vehicle, GSA may grant authority for local purchase by the agency. GSA will notify agencies in writing whether a waiver has been granted. If approval is granted, the APMO will work with the procurement staff to acquire this vehicle.

## **7. ACQUIRING LEASED MOTOR VEHICLES**

All requirements for leased motor vehicles that are needed by ARS activities for 60 consecutive days or more (long-term) shall be submitted by the APMO to the following address for a determination of whether the requirements can be satisfied through the local Interagency Fleet Management System.

General Services Administration  
Fleet Management Division (FBF)  
Washington, D.C. 20406

The request shall include full justification of the need for leased vehicles and the following information:

- . A certification that the request for the vehicle(s) has not been denied by Congress, the Office of Management and Budget, or AFM Headquarters; and that public or private means of transportation are not suitable or available.
- . The number and type of vehicles required is limited to passenger vehicle classes IA, IB, or II unless the Administrator of ARS (or designee) has certified that larger vehicle(s) are essential to the Agency's mission.
- . Location where vehicle(s) is needed.
- . Date required--earliest and latest date acceptable.
- . Anticipated length of time needed.



- . Projected utilization (normally in terms of miles).
- . Certification of funding.
- . Agency's billing address and billing office address code.
- . Agency contact, including name, address, and telephone number.
- . Program area requiring vehicle(s).

.  
An indication of whether ARS requests leasing authority if GSA cannot provide the vehicle(s) and the anticipated duration of the lease.

GSA will advise ARS that either vehicle support will be provided through the fleet management system; or the Agency should proceed with commercial leasing.

APMO's will submit copies of commercial leases to the Agency PMO for reporting requirements.

## **8. ACQUIRING EXCESS MOTOR VEHICLES**

The acquisition of excess motor vehicles must be approved by the APMO. With the exception of budgetary approval, all conditions and restrictions governing the purchase or lease of new motor vehicles also apply to the acquisition of excess motor vehicles, including receipt and assigning accountability.

## **9. ACQUIRING USED MOTOR VEHICLES**

The acquisition of used motor vehicles is permitted when justified by the requisitioner and approved by the APMO. All restrictions and requirements; i.e., budget and inventory ceilings, applicable to new passenger motor vehicles shall apply to the acquisition of used motor vehicles. This includes vehicle receipt and assigning accountability.

## **10. VEHICLE RECEIPT**

Upon the arrival of a new motor vehicle, the receiving office or consignee shall notify the APO. The APO shall ensure that:

- . All vehicles are properly inspected and serviced according to the vehicles warranty provisions. Any damages, deviations from the vehicle specifications are to be documented and reported to the APMO.
- . The following tags and markings are attached to the vehicle:
  - . NFC ID Bar Code Label.
  - . Government License Tags.
  - . AD-792, Vehicle Markings - For Official Use Only, United States Government, U.S. Department of

## Agriculture.

- . AD-185, Motor Vehicle Decal - Penalty for Unofficial Use.
- . The following operational and emergency equipment are placed in each vehicle:
  - . ARS-715, Vehicle Operation Record.
  - . AD-651, Motor Vehicle Accident Report Kit.
  - . Emergency Kit including:
    - . First Aid Kit.
    - . Flashlight.
    - . Fire extinguisher.
    - . Three emergency warning devices (flares).
- . A copy of all documentation received with the vehicle shall be forwarded to the APMO.

## **11. ASSIGNMENT OF ACCOUNTABILITY**

The APMO shall ensure that the accountability and control for all motor vehicles has been established. This includes that the minimum property information and the quarterly maintenance data is entered into PROP. Refer to NFC Procedure, Personal Property System, New Acquisition, Motorized Equipment, to determine what should be entered in PROP as well as the required procedures.

NOTE: This requirement is new policy that will become effective with the issuance of this Manual.

# **SECTION VI - FLEET MANAGEMENT MOTOR VEHICLES**

## **CHAPTER 2 - ASSIGNMENT OF SF-149, U.S. GOVERNMENT NATIONAL CREDIT CARD**

### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide Area and location management personnel with information on the procedures for obtaining a SF-149, U.S. Government National Gasoline Credit Card. The gasoline credit card is used for purchases of petroleum based products and emergency services from authorized gasoline service stations. A gasoline credit card should be assigned to each vehicle.

NFC assigns each agency a range of credit card account numbers which should be used consecutively when ordering new credit cards. Each credit card is embossed with a unique 10 digit account number. The Procurement and Property Division (PPD) is responsible for assigning a block of credit card account numbers to the Areas. When the Area's block of credit card numbers have been assigned, an additional block of new credit card numbers may be obtained from PPD. The APMO is responsible for obtaining, managing, and assigning credit card numbers to their respective locations.

For additional information regarding the use of the SF-149, U.S. Government National Credit Card and the preparation of the AD-568, refer to the Voucher and Invoice Payments Manual, Special Vendor Payments, Section 2 - Gasoline Credit Cards, Revision 3, Dated August, 1993.

**AUTHORITIES:** FPMR 101-38.8 Standard Form 149, U.S. Government National Credit Card.

## **2. STEPS FOR ORDERING NEW CREDIT CARDS**

- . The location will include the requirement for a gasoline credit card on an AD-700, Procurement Request, at time of vehicle requisition.
- . Forward the request to the Area Office.
- . When the new card has been received, (Approx. 3 weeks), the APMO will verify the information imprinted on the credit card. If the new card is not received within four weeks, the APMO should contact NFC.
- . The APMO will prepare an AD-107, Report of Transfer or Other Disposition or Construction of Property, and forward it along with the gasoline credit card to the location for signature.
- . The APO signs the AD-107 and returns it to the APMO.

## **3. STEPS FOR REPORTING LOST/STOLEN GASOLINE CREDIT CARDS**

The LAO shall contact the APMO immediately to report a lost or stolen credit card. Lost or stolen cards shall be immediately reported to NFC. The following procedures must be completed:

- . The APO shall complete an AD-112, Report of Unserviceable, Lost, Stolen, Damaged or Destroyed Property, reporting the credit card lost/stolen and forward it to the APMO.
- . The APMO will complete an AD-568 canceling the lost/stolen credit card and request a new credit card for that vehicle.
- . When the new card arrives, the APMO will verify the information imprinted on the card and forward it to the APO with a new AD-107 for signature.
- . The APO signs and returns the AD-107 to the APMO.

## **4. REPLACEMENT OF EXPIRED GASOLINE CREDIT CARDS**

Replacement gasoline credit cards will be sent directly to each location by the APMO. Each credit card issued has a 2 year expiration date. One month prior to expiration, NFC will automatically reorder a replacement card. If the replacement card has not arrived within two weeks prior to the expiration date, the APMO should contact NFC.

## **SECTION VI -FLEET MANAGEMENT MOTOR VEHICLES**

### **CHAPTER 3 - USE OF GOVERNMENT-OWNED OR -LEASED VEHICLES**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide guidance on the use of Government-owned or -leased motor vehicles. Motor vehicles acquired with Government funds shall be used for official use only. Official use includes use in emergencies involving possible loss of life or property but does not include transportation of an employee between his/her residence and place of employment except in cases of employees engaged in field work as described in Section (F), of this chapter. Any employee operating or authorizing the operation or use of vehicles for other than "official purposes" may be suspended from duty without pay, removed from office, or prosecuted.

**AUTHORITY:** AGPMR 104-38.3, Official Use of Government Motor Vehicles.

#### **2. EMPLOYEE RESPONSIBILITY**

Employees assigned the use of Government-owned or -leased motor vehicles are responsible for ensuring that vehicles are used only for official purposes. Employees shall exercise discretion to avoid, wherever possible, any situation which may tend to convey an impression to the public that the assigned motor vehicle is being used for unofficial purposes.

#### **3. SUPERVISORY RESPONSIBILITIES**

Supervisory control over employees assigned the use of Government-owned or - leased motor vehicles includes:

- . Advising employees of the regulations governing the use of Government-owned or -leased motor vehicles.
- . Establishing prior approval procedures for use of motor vehicles at irregular hours, or under circumstances where motor vehicle use may create an unfavorable public reaction.
- . Ensuring that employees are properly licensed to operate such motor vehicles as appropriate.
- . Providing appropriate training to all employees who operate special purpose vehicles and equipment.

#### **4. PENALTIES FOR UNOFFICIAL USE**

An employee who willfully uses or authorizes the use of a Government-owned or - leased motor vehicle for

other than official purpose is subject, where appropriate, to suspension or removal from office.

## **5. EMPLOYEES IN TRAVEL STATUS**

Employees in travel status may use a Government-owned or -leased vehicle to travel between places of temporary lodging and places where the employee's presence is required, and where public transportation is not available or impractical. Such facilities include restaurants, drug stores, barber and beauty shops, cleaners, places of worship, and similar places essential to employees health and comfort.

## **6. HOME TO WORK TRANSPORTATION**

In accordance with AGPMR 104-38.5003, Approval for use of vehicles for home-to-work transportation, unless employees are engaged in field work, as defined in Section 3 of the Departmental Regulation 5400-5, (Exhibit 21) all authorizations must be approved by the Secretary of Agriculture and documented on AD-728, Request and Authorization for Home to Work Transportation Form (Exhibit 22). Employees listed in DR 5400-5 will only need approval from the LAO and Location Coordinator.

The procedures for employees not identified in DR-5400-5 are as follows:

- . The employee will complete an AD-728 and forward it to their immediate supervisor for concurrence.
- . Upon concurrence, by their immediate supervisor, the AD-728 will be forwarded to the LAO for recommendations.
- . The LAO will forward the AD-728 to the AAO for authorization.
- . If authorized, the AAO will forward the AD-728 to the PMO for final Agency approval before forwarding to the Office of Operations for Departmental authorization.

The LAO's and Location Coordinators may also authorize an employee to store a vehicle at a private residence overnight for travel purposes on a case by case basis.

## **7. TRANSPORTATION OF NON ARS EMPLOYEES AND SPOUSES**

Non ARS employees may be authorized to operate a government-owned or -leased motor vehicle if the following conditions are met:

- . The use of the vehicle must be documented in an agreement or contract.
- . The vehicle must be used for official business.
- . The individual was directed to use the vehicle by a Government official.

Non ARS employees include cooperators, volunteers, students, and other Government employees.

Spouses of ARS employees are not authorized to operate a Government-owned or - leased motor vehicle. However, spouses may ride in a government-owned or -leased motor vehicle if the following procedures or requirements are met:

- . The employee should submit in advance of the trip, a written request to his/her supervisor. The request should include a planned itinerary which includes the name of the spouse.
- . Following approval by the employee's supervisor, an approval statement shall be included on the AD-202, Travel Authorization.
- . The use of the Government vehicle must be for purposes directly in support of official Government business.
- . Transportation of spouses should be on a space available basis, e.g., if by virtue of transporting spouses in government vehicles, other government officials are required to use other means of transportation, no approval should be given.

## **8. MOTOR VEHICLE OPERATOR LICENSING REQUIREMENTS**

**STATE DRIVERS LICENSE:** As prescribed in the AGPMR, 104-38.5005, Motor Vehicle Operator Licensing Requirements, all persons operating Government-owned or -leased motor vehicles shall have a valid state drivers license in his/her possession at all times.

**COMMERCIAL DRIVERS LICENSE:** As prescribed in AGPMR 104-38.5005-6, Commercial Motor Vehicle Drivers License (CDL), any ARS employee who operates a commercial motor vehicle must possess a State issued CDL from the State in which the employee resides.

# **SECTION VI - FLEET MANAGEMENT MOTOR VEHICLES**

## **CHAPTER 4 - VEHICLE OPERATIONS**

### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide guidance on operating Government-owned or -leased motor vehicles.

**AUTHORITIES:** FPMR 101-38.3, Official Use of Government Motor Vehicles, 101- 38.5, Scheduled Maintenance, and 101-38.6, Reporting Motor Vehicle Accidents, AGPMR 104-38.50, Assignment and Use of Motor Vehicles.

### **2. SMOKING IN MOTOR VEHICLES**

Smoking is prohibited in ARS-owned or -leased vehicles in accordance with AGPMR 104-38.5007, Smoking in Motor Vehicles.

### **3. VIOLATION OF STATE AND LOCAL TRAFFIC LAWS**

Operators of Government-owned or -leased motor vehicles shall obey all motor vehicle traffic laws of the

State(s) and local jurisdictions in which the vehicle is operated. Employees operating U.S. Government vehicles are responsible for payment of fines imposed on them while in the performance of the employee's official duty. This includes fines for parking violations while operating a government-owned or -leased motor vehicle.

#### **4. SAFETY BELTS**

In accordance with AGPMR, 104-38.54, Mandatory Safety Belt Usage, all drivers and passengers shall use safety belts, while the motor vehicle is in motion.

#### **5. OPERATIONAL RECORDS**

A detailed record of all costs associated with the operation of each ARS motor vehicle shall be maintained. An ARS-715, Operation and Utilization Record, will be used to record operational and maintenance data.

Operational cost refers to the type, quantity, and cost of fuel purchased. Maintenance costs include all other costs associated to the vehicle, i.e., motor oil, wiper blades, belts, etc.

#### **6. REPORTING REQUIREMENTS**

All operational or maintenance costs incurred during the operation of an ARS vehicle including the source of supply will be entered in PROP on a quarterly basis. Refer to NFC Procedures, Personal Property System, Input Motorized Equipment Operation Data, for input procedures.

#### **7. MAINTENANCE**

ARS shall maintain its motor vehicle fleet in a safe operating condition by performing scheduled routine maintenance. The appropriate property official is responsible for ensuring that all vehicles will be maintained in a safe operating condition. In addition, all government-owned or -leased vehicles must comply with State inspection regulations. If no State inspection is required all vehicles will be inspected annually by an automotive mechanic.

#### **8. REPAIRS**

Prompt attention shall be given to all mechanical trouble. Under no circumstances is a motor vehicle to be operated with mechanical problems or conditions which are safety hazards or may cause damage to the vehicle, including faulty brakes, exhaust systems, lights, steering gear, tires, etc.

#### **9. ACCIDENT REPORTING**

As identified in FPMR 101-38.6, Reporting Motor Vehicle Accidents, a motor vehicle accident is any occurrence which involves a Government-owned, -rented, or -leased motor vehicle, or a privately owned vehicle operated on official business, resulting in property damage, injury, or death regardless of the extent of injuries or the dollar amount.

- . In the event of an accident, the motor vehicle operator shall:
  - . Obtain a police report.



- . Notify his/her immediate supervisor.
- . Complete and sign a SF-91, Operator's Report of Motor Vehicle Accident, within 3 days of the accident.
- . Have the witnesses, if any, complete and sign a SF-94, Statement of Witnesses.
- . Forward completed forms and information to the APO.
- . The employee's official supervisor shall investigate the incident and submit the supervisor portion of SF-91, Investigation Report of Motor Vehicle Accident, to the APMO.
- . The APO shall prepare an AD-112, to include the following information:
  - . A description of the damage.
  - . The cost of replacement if the vehicle was destroyed.
  - . Submit the AD-112 and the following forms and information to the APMO:
    - . SF-91, Operator's Report of Motor Vehicle Accident.
    - . SF-94, Statement of Witnesses.
    - . A copy of the police report.
    - . Photographs.
    - . A recommendation for the use or disposition of the vehicle if it is not repaired.
- . The APMO shall:
  - . Carry out responsibilities of the Area Tort Claim Representative. (see ARS MANUAL 227.1, Federal Tort Claims Act).
  - . Review the AD-112 and accompanying documents submitted by the APO. Evaluate the available data to determine if the employee(s) should be relieved of liability.
  - . Provide repair or disposal instructions to the APO.
  - . Enter the appropriate information in PROP.

## **10. MOTOR VEHICLE INSURANCE IN FOREIGN COUNTRIES**

In accordance with Title 7 U.S. Code 2262, Employee Liability Insurance on Motor Vehicles in Foreign Countries, the Secretary of Agriculture is authorized to obtain insurance to cover the liability of any employee of the Department of Agriculture for damage to or loss of property or personal injury or death

caused by the act or omission of any such employee while operating a motor vehicle belonging to the United States in a foreign country.

The determination to purchase motor vehicle insurance in a foreign country is strongly recommended and encouraged.

## **SECTION VI - FLEET MANAGEMENT MOTOR VEHICLES**

### **CHAPTER 5 - DISPOSAL OF MOTOR VEHICLES**

#### **1. GENERAL**

**PURPOSE:** The purpose of this chapter is to provide authority, requirements and procedures for disposing of a motor vehicle. Motor vehicles being replaced will be disposed of by exchange/sale. The proceeds are to be applied to the purchase of new vehicles.

Proceeds from the sale of a motor vehicle are retained in a suspense account until a replacement vehicle is purchased. Sale proceeds are available for use in the fiscal year in which the sale was made, plus one subsequent fiscal year. The APMO is responsible for notifying their ABFO the appropriate accounting codes involved in motor vehicle acquisition and exchange/sale transactions. (See Exchange/Sale in Section III, Acquisition and Section V, Disposal).

**AUTHORITY:** FPMR, Subpart 101-38.7, Transfer, Storage, and Disposal of Motor Vehicles.

#### **2. DISPOSAL REQUIREMENTS**

Upon receipt and acceptance of a replacement vehicle the APO shall:

- . Remove the vehicle to be replaced from service.
- . Prepare the vehicle according to Vehicle Preparation Guide (Exhibit 23).
- . Prepare and submit an original and three copies of GSA R4-T599, Odometer Mileage Statement.
- . Upon the sale of a vehicle, destroy vehicle's U.S. Government License Plates, document the destruction of the plates on an AD-112, and submit to the APMO.
- . Complete SF-97, The United States Government Certificate of Release of a Motor Vehicle (Exhibit 24).

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## **SECTION VII - FLEET MANAGEMENT - AIRCRAFT**

### **CHAPTER 1 - AIRCRAFT MANAGEMENT**

## 1. GENERAL

**PURPOSE:** The purpose of this chapter to define the procedures associated with obtaining, operating, reporting and disposing of ARS-owned and -leased aircraft. This information is directed at the use of aircraft to support ARS Research Programs.

**AUTHORITIES:** FPMR, Part 101-37, Government Aviation Administration and Coordination, Federal Aviation Administration, Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration, Part 61, Certification: Pilots and Flight Instructors, Part 137, Agricultural Aircraft Operations, Departmental Regulation 5400-4, Aircraft Management, OMB Circular A-76, OMB Circular A-126.

## 2. PROGRAM REQUIREMENTS

Federal agencies are required to comply with the provisions of OMB Circulars A-76 and A-126 for aircraft activities. These circulars require agencies to compare the cost of in-house aircraft operations with the cost of commercial sources to ensure that aircraft requirements are met by the most economical and efficient methods. (Based on the research mission of the ARS aircraft, ARS has been granted a waiver to this cost comparison requirement for the seven ARS-owned aircraft located in the Southern Plains Area. However, ARS is not exempted from the provisions of Circular A-126 for reporting requirements related to the aircraft operations).

## 3. BUDGET REQUIREMENTS

Aircraft activity is subject to congressional control through the budget process. The process establishes the number of aircraft authorized in the ARS fleet. Projected changes, including additions, deletions, or replacement of any ARS aircraft must be included in Explanatory Notes that are submitted as part of the ARS budget. The Explanatory Notes for aircraft are prepared by the Procurement and Property Division, and submitted to the ARS Budget Planning Management Staff.

## 4. ACQUISITION REQUIREMENTS

There are two requirements which must be met prior to acquiring or replacing any aircraft. The first requirement is the budget requirement which was discussed above. The second requirement is the formal cost comparison in accordance with OMB Circular A-76. This was mentioned previously and involves a comparison of the actual cost of owning and operating a Government aircraft versus the cost of using commercial aircraft (including charter).

Documentation reflecting compliance with these requirements and justification of the acquisition of the aircraft must accompany the requisition. This applies whether the aircraft is acquired through excess or a new procurement.

## 5. PERSONAL PROPERTY INVENTORY

The ARS-owned aircraft fleet must be assigned to a personal property inventory for accountability and control. Aircraft shall be entered in PROP.

## 6. ACCIDENT INVESTIGATION AND REPORTING

There are two aspects of accident investigation and reporting involving aircraft. The first aspect is the general ARS accident investigation and reporting requirement. The research leader for which the aircraft is assigned is responsible for the accident investigation and reporting requirements. Documentation shall be included with the AD-112, Report of Unserviceable, Lost, Stolen, Damaged, or Destroyed Property, to provide the PMO with additional information to determine the extent of possible negligence on the part of the employee involved with the accident.

The second aspect of the accident reporting and investigation requirement specifically relates to the aircraft and is based on Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) requirements. Specific information can be found in FPMR 101-37.11, Accident and Incident Reporting and Investigation. In the event of an aircraft accident, the operator of the aircraft shall immediately notify the research leader. The research leader shall file a report with the nearest NTSB field office within 10 calendar days after the accident. The operator of the aircraft is responsible, to the extent possible, for preserving the aircraft wreckage, cargo, all records, including all flight recording media, maintenance information, and voice records pertaining to the operation and maintenance of the aircraft until the investigator-in-charge takes custody of the information.

The research leader is responsible for the organization, conduct, and control of aircraft accident/incident investigations. Normally within ARS, the investigation is conducted by NTSB and the Agency pays for expenses incurred by NTSB while conducting accident/incident investigations. The investigation may be conducted by FAA under a Reimbursable Agreement between the Department of Transportation and the NTSB. Copies of the Reimbursable Agreement may be obtained from NTSB, 490 L'Enfant Plaza East, SW, Washington, D.C. 20594. ARS shall pay expenses incurred by FAA pertaining to the accident/incident investigation.

These aspects of the investigation and reporting procedures do not address the requirements associated with individuals who may be injured as a result of the accident. The requirements related to personal injuries should be referred to the location Administrative Office.

## **7. SPECIAL REPORTING REQUIREMENTS**

The following special reports are required by the Department related to aircraft activity:

- . The use of aircraft for non-mission travel by senior Federal officials, family members and any non-Federal officials, family members and any non-Federal travelers.

Due to the nature of the ARS' aircraft activities, this requirement does not apply to ARS.

- . Certification for the continuing need for Government-owned aircraft and the cost effectiveness of aircraft operation.

The aircraft program shall be reviewed and certified annually as to the continuing need for the Government-owned aircraft. The review shall be conducted at the location level by the applicable research leader and submitted to the APMO by December 1 of each year. The APMO shall provide the PMO with a copy of the review by December 15 to meet the January 2 reporting requirement.

- . A report based on fiscal year requirements for owned or loaned aircraft, commercially acquired aircraft, and aircraft services is due to the Office of Operations (OO) by May 15 for the first 6 months of the fiscal

year and by November 15 for the entire fiscal year. This report is submitted to the Secretary of Agriculture semi-annually.

The Procurement and Property Division is responsible for submitting this report to the Department. The APMO is responsible for providing PPD with this information 2 weeks prior to the due date.

. Report on government aircraft cost and utilization.

This report is required for all owned, chartered, leased, rental and contract aircraft. The report should include all direct and indirect operating and maintenance cost. This information must be furnished to AFM Headquarters by the Area no later than December 15.

## **8. DISPOSAL REQUIREMENTS**

Aircraft, aircraft components and accessories are reportable on a SF-120, Report of Excess Property, to the Property Management Officer, AFM Headquarters for submission to the Office of Operations (OO) or through direct screening within the Department. Direct screening will consist of contacts between user agencies with appropriate documentation on a SF-120. User agencies are the Animal and Plant Health Inspection Service and Forest Service. If excess aircraft, parts, or components are not required by either of these USDA agencies, OO will report the excess aircraft directly to the General Services Administration, Region 9 for further Federal screening. Do not report aircraft on the same SF-120 as parts and components.

# **Exhibit 1 - Chemical Hazard Communication**

## **U.S. Department Of Agriculture Washington, D.C. 20250**

<b>Departmental Regulation</b>	NUMBER: 5023-1
Subject: Chemical Hazard Communication	DATE: October 10, 1986
	OPI: Procurement Division, OO

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4	Definitions	1

5	Authorities	2
6	Responsibilities	2
7	Inquiries	2
Appendix	Material Safety Data Sheet Request for Purchase Orders Involving Potentially Hazardous Materials	A-1

## 1 PURPOSE

This regulation prescribes procedures for procurement officers to assure material safety and health data is acquired by Department agencies when procuring potentially hazardous materials.

## 2 POLICY

Departmental agencies, when contracting for a hazardous material, shall require the submission of a Material Safety Data Sheet (MSDS) from the manufacturer, supplier or distributor. The MSDS is necessary to advise employees of the potential hazards of the material and to establish measures to protect employees from these hazards.

## 3 ABBREVIATIONS

MSDS - Material Safety Data Sheet

## 4 DEFINITIONS

**Hazardous material.** A material which by virtue of its potentially dangerous nature requires controls to assure adequate protection of life and property. The term hazardous material includes, but is not limited to, materials which are carcinogens, toxic to health, combustible, flammable, explosive, compressed gases, or reactive. Appendices A and B of Federal Standard No. 313 provides further information concerning materials that are potentially hazardous.

Distribution: 50 DR 5023-1

October 10, 19986

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**Material Safety Data Sheet.** Written or printed information that describes the properties of a hazardous material and conforms to the data elements on Department of Labor Form OSHA-174, or equivalent. Data elements include the material's identification, physical and chemical properties, safety and health hazards, methods of disposal, and recommended controls and personal protection methods.

## 5 AUTHORITIES

Federal Acquisition Regulation, Part 23, Subpart 23.3; Title 29, Code of Federal Regulations, Part 1910.1200 (g); Title 29, Code of Federal Regulations, Part 1960.

## 6 RESPONSIBILITIES

**Contracting Officers will:**

a For formal contracts:

(1) Assure that the clause at Federal Acquisition Regulation 52.223-3, Hazardous Material Identification and Material Safety Data, is inserted in solicitations and contracts when it is contemplated that the contract will require the delivery of hazardous material.

(2) Assure that MSDS's are forwarded to the location where the hazardous material is to be used, handled, or stored .

b For contracts using small purchase procedures:

(1) Attach to purchase orders the request for MSDS's provided in attachment 1 when it is contemplated that the purchase will require the delivery of hazardous material.

(2) Assure that MSDS's are forwarded to the location where the hazardous material is to be used, handled, or stored.

**Agency Safety and Health Official will:**

(1) Assist Procurement Officers, Contracting Officers, and their representatives in determining whether contracts, solicitations, or procurements will require the delivery of hazardous material.

## 7 INQUIRIES

Direct all inquiries through agency channels to Brent Perkes, Office of Operations, Procurement Division, on 447-8680.

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DR 5023-1

October 10, 1986

### APPENDIX A

United States Department of Agriculture

Material Safety Data Sheet Request

for Purchase Orders Involving Potentially Hazardous Materials

The Occupational Safety and Health Administration Hazard Communication, Standard, other Federal regulations, and USDA policy require us to maintain and distribute Material Safety Data Sheets (MSDS) for all chemical substances and hazardous materials used by USDA employees. To fulfill these obligations, we request a completed MSDS for the following purchased items:

Item Number	Product Name
-------------	--------------

(Item numbers and products names as appearing on the PO)

MSDS's should be sent to the address provided below on or before the date the products(s) will be



delivered. We also request any additional information you currently have, or may acquire in the future, on the safety and health requirements or effects concerning these products.

(Shipping address or other address provided by Agency)

If you can certify that MSDS information for a listed product has already been submitted to this location, and there has been no change affecting the accuracy of that information, the re- submission of that MSDS is not required. In certifying a previous MSDS submission, the following information should be provided: product name, previous purchase order or contract number, agency name and address where the MSDS was sent, and date of the previous submission.

## Exhibit 2 - Form AD-873, Property Pass

### Form AD-873

1 AGENCY CODE NO 03	U S DEPARTMENT OF AGRICULTURE  <b>PROPERTY PASS</b> PRINT ALL INFORMATION	2 PASS GOOD THIS DATE ONLY 10/30/94
3 PROPERTY PASS NO HQ-22-94		4 LOG NUMBER 006
This pass is to be used whenever property is removed form the building. It is to be properly filled in and signed and handed to the guard when leaving the building		
5. NAME OF PROPERTY HOLDER Eileen Lee	6. BUILDING PROPERTY BEING REMOVED FROM 6305 Ivy Lane, Room 316	
7 DESCRIPTION OF PROPERTY BEING REMOVED (Include Serial Number if any) AT&T Computer - S/N 13579		
8 REASON FOR REMOVAL Government Use at Home		
8 REASON FOR REMOVAL ARS-ISTD	11. PROPERTY STATUS {Use X}  . Government .Private . Commercial	
10 SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	17. GOVERNMENT PROPERTY RETURN DATE 1 1/30/94	

## **Instructions for Preparing AD-873, "PROPERTY PASS"**

1. Agency Code No. (Ex. ARS-03,)
2. Pass good this date only (month, day, and year property will be removed)
3. Property Pass No. (next number from log book followed by 2-digit calendar year)
4. Log Book No. (number of log book)
5. Name of Property Holder (name of property and pass holder)
6. Building property is being removed from (Building property is being removed from)
7. Description of property being removed (include serial number, if any)

(Detailed description of property being removed to include quantity, serial number, model number, manufacturer of property, NFC ID number, etc.)

8. Reason for removal (Ex. repair, Government use at home, for use at meeting, presentation, etc.)
9. Property belongs to (Agency/Division which owns the property; for commercial property, name of firm; e.g., IBM Corp.)
10. Signature of person authorizing removal of property

(Original signature of person authorizing removal of property from work site)

11. Property Status (use X): Government; Commercial; Private
12. Government property return date (date property is to be returned)

# Exhibit 3 - Personal Property Physical Inventory Report

## UNITED STATES DEPARTMENT OF AGRICULTURE PERSONAL PROPERTY PHYSICAL INVENTORY REPORT

IRWIN, R.  
6303 IVY LANE

A.O. NO. HO-03-24-0710-20

PHONE 301-344-3824

LAST DATE INVENTORIED

-----

RM 840  
GREENBELT MD 20770

ON THE ATTACHED LIST ARE ALL OF THE PERSONAL PROPERTY ITEMS FOR WHICH YOU ARE THE ACCOUNTABLE OFFICER. YOU ARE REQUESTED TO MAKE OR CAUSE TO BE MADE A COMPLETE PHYSICAL INVENTORY OF ALL OF THE LISTED ITEMS.

FOR ITEMS NOT ACCOUNTED FOR THAT ARE LISTED ON THIS REPORT AND/OR FOR ITEMS ACCOUNTED FOR BUT NOT LISTED ON THIS REPORT, AN UPDATE SHOWING THE CORRECT DISPOSITION MUST BE ENTERED THROUGH THE ON-LINE PROPERTY SYSTEM.

### ----- C E R T I F I C A T I O N -----

I CERTIFY THAT I HAVE MADE OR CAUSED TO BE MADE A PHYSICAL INVENTORY OF ALL OF THE PERSONAL PROPERTY ITEMS LISTED ON THE PERSONAL PROPERTY INVENTORY REPORT AND THAT THE ITEMS AS INDICATED ON THE REPORT WERE ON HAND AT THE CLOSE OF BUSINESS ON , EXCEPT FOR THE FOLLOWING ITEMS: (LIST NFC I.D. NUMBERS).

-----  
SIGNATURE OF ACCOUNTABLE OFFICER      DATE

REVIEWED BY -----  
SIGNATURE OF PROPERTY MANAGEMENT OFFICER

# Exhibit 4 - SF-122, Transfer Order Excess Personal Property

		MANUAL 221.1	Exhibit 4
STANDARD FORM 122 JUNE 1974 GENERAL SERVICES ADMINISTRATION FPMR (41 CFR) 101-32.308 FPMR (41 CFR) 101-43.315	<b>TRANSFER ORDER</b>  <b>EXCESS PERSONAL PROPERTY</b>		1. ORDER NO. ARS-HQ-0011 2. DATE July 12, 1994
3. TO GENERAL SERVICES ADMINISTRATION* DEPPC - Property and Supply Management Staff Farmers Home Administration 1520 Market Street, St. Louis, MO 63103		4. ORDERING AGENCY (Full name and address)* USDA, ARS, NAA Fort Detrick, Bldg. 1301 Frederick, MD 21702	

1520 Market Street, St. Louis, MO 63103				Frederick, MD 21702			
5. HOLDING AGENCY (Name and address)* USDA APHIS 260 North Avenue Philadelphia, PA 19107				6. SHIP TO (Consignee and destination)* Dr. Norman Meyers Fort Detrick, Bldg. 1511 Frederick, MD 21702			
7. LOCATION OF PROPERTY USDA, APHIS 226 Washington Street Hagerstown, MD 21726				8. SHIPPING INSTRUCTIONS <b>WILL PICK UP</b> Contact: Sharon Beyma 301-651-2200 X 216			
9. ORDERING AGENCY APPROVAL				10. APPROPRIATION SYMBOL AND TITLE  4201662			
A. SIGNATURE			B. DATE 7/12/94	11. ALLOTMENT		12. GOVERNMENT B/L NO.	
C. TITLE Property Clerk							
PROPERTY ORDERED							
GSA AND HOLDING AGENCY NOS (a)	ITEM NO (b)	DESCRIPTION (Include noun name FSC Group and Class, Condition Code and if available, National Stock Number) (c)	UNIT (d)	QUANTITY (e)	UNIT (f)	TOTAL (g)	
8032019348	0001	386 Laptop Computer FSC Group - 7110 Condition Code - 2	ea	1	\$2,600	\$2,600	
14 GSA APPROVAL		A. SIGNATURE			B. TITLE		C. DATE
FOR GSA USE ONLY		AGENCY AND LOCATION		FSC	CONDITION	SOURCE CODE	
AGENCY	STATE	FSC	CONDITION	SOURCE CODE			
*Include ZIP Code							

7/5/95

page 1 of 3

## Exhibit 4

### Instructions for Preparing SF-122, "TRANSFER ORDER EXCESS PERSONAL PROPERTY"

1. Order No: To be  
assigned by the Agency

2. Date: Date from was prepared

3. To: General Services Administration

Enter the complete address of the appropriate GSA regional office.

NOTE: X-out To: General Services Administration and Insert DEPPC

4. Ordering Agency (Full name and address)

Enter the name and address of the ordering agency (authorized person where paperwork is generated from)

5. Holding Agency (Name and address)

Furnish the name and address of the agency having control of the property ordered. (Complete address of agency who owns the property or where property originates from. Include telephone number)

6. Ship to (Consignee and destination):

Furnish the name and address of the consignee. (Designated location where property is to be delivered)

7. Location of property

Show the location of property (address of agency/office where property is located physically, building number, etc.)

8. Shipping instructions

Include individual and phone number to be contacted. Describe how property is to be shipped or transported.

9. Ordering Agency Approval

Show the signature of the authorized representative of the ordering agency and date.

A. Signature      B. Date      C. Title

10. Appropriation symbol and title:

Furnish the full appropriation symbol and title (when appropriate) (Accounting code/transaction code/code to fund transportation - GBL)

11. Allotment: Transaction cost -- amount to be allotted

12. GBL No (Government Bill of Lading number)

Enter the GBL number if furnished

13. Property Ordered

(a) GSA and holding agency nos.: 10 digits

Enter both the appropriate GSA control number and the holding agency's document and item numbers used to report the item to GSA as excess.

(b) 4-digit item line number

(c) Description (include noun name, FSC group and class, condition code, and if available, National Stock Number)

(d) Unit (indicate unit of issue; e.g ., ea, lb, pk , ton)

(e) Quantity - number of items

(f) Acquisitions cost per unit (original acquisition value for each unit)

(g) Total acquisition cost (total acquisition value for all units)

14. GSA Approval

A. Signature      B. Title      C. Date

For GSA use.

Important:

- 1. A separate transfer order shall be prepared for each different property location.
- 2. The transfer order normally shall be prepared by the ordering agency.
- 3. Complete shipping instructions or Government bills of lading must be furnished with each transfer order.
- 4. If reimbursement is required, the total fair value for the quantity requested must be shown below each item description in column C.
- 5. Four copies of the transfer order shall be mailed to the appropriate GSA regional office,  
Attn: Federal Supply Service Bureau. When prior GSA approval is not required, only one copy of the transfer order shall be mailed to the GSA regional office.

**Exhibit 5 - Federal Supply Classification Groups Ineligible for Exchange/Sale**

**Federal Supply Classification Groups Ineligible for Exchange/Sale**

FSC CODE	DESCRIPTION
10	Weapons
11	Nuclear Ordnance
12	Fire Control Equipment
14	Guided Missiles
15	Aircraft; and Airframe Structural Component
16	Aircraft Components and Accessories
17	Aircraft Launching, Landing, and Ground Handling Equipment
20	Ship and Marine Equipment
22	Railway Equipment
31	Bearings
32	Woodworking Machinery and Equipment, except Lathes, Milling Machines, and Saws, Circular or Band

34	Metal Working Machinery, Except Drill Presses, Lathes, Milling Machinery, Saws, Circular or Band
40	Rope, Cable, Chain, and Fittings
41	Refrigeration, Air-Conditioning, and Air Circulating Equipment
42	Fire Fighting, Rescue, and Safety Equipment
44	Furnace, Steam Plant, and Drying Equipment, and Nuclear Reactors
45	Plumbing, Heating, and Sanitation Equipment
47	Pipe, Tubing, Hose, and Fittings
48	Valves
51	Hand Tools
53	Hardware and Abrasives
54	Prefabricated Structures and Scaffolding
55	Lumber, Millwork, Plywood, and Veneer
56	Construction and Building Materials
68	Chemicals and Chemical Products, Except Medicinal Chemicals
71	Furniture
75	Office Supplies and Devices, Except Cards, Tabulating
83	Textiles, Leather, Furs, Apparel and Shoe Findings, Tents, and Flags
84	Clothing, Individual Equipment, and Insignia

## **Exhibit 6 - Reimbursable and Trust Fund Agreements**

### **Chapter 2400 - Reimbursable and Trust Fund Agreements**

The obligation transfers of IPSC and IRC are critical in two respects: (1) The IPSC is credited to a HQ account (X010101929) that partially pays for the cost of the agency's administrative management research costs; and (2) the IRC is credited to a Location IRC account(s) or a research management unit account to help pay for costs of common services at that Location.

When the obligation transfers of IPSC and IRC occur, they result in the reimbursable or trust fund account being charged with an obligation that will appear on the TDL. At the same time, the respective IPSC and IRC accounts will reflect a credit for these changes on the TDL. The recording of obligations in reimbursable accounts of the CAS triggers the billing of the customer for the costs (obligations) incurred. Obligations reflected in trust fund accounts represent a record of expenditures, which are not billed to the customer. since a trust fund account represents payment in advance.



Obligation transfers are accomplished with Form AD-757, Miscellaneous Payment System. An example of a completed form is shown in Exhibit 24-12.

## **Section 2470 - Processing Sale (and Repurchase) of Assets (Personal Property) Transactions**

Processing sale of asset transactions is unique in that it involves special procedural steps among personal property personnel and accounting personnel. If the procedures are not correctly executed, an MU can be unexpectedly confronted with an overobligation; or an MU could make purchases with X01 funds when X08 funds are available; or unused revenue from sales will revert to Treasury's Miscellaneous Receipts account. For clarification or questions concerning the procedures contact the ABFO.

There are two major transactional processes: (1) the sale of personal property (assets) and (2) the purchase of replacement property. The distinction between the two processes is made in the accounting system with the appropriation code X94 for a sales suspense account and X08 for a repurchase account. The first digit in both appropriation codes will be the last digit of the fiscal year.

Locations must handle the transactions relating to the sale of animals, animal products, agricultural products, and other non-vehicular categories of personal property, in coordination with the APMO who has overall responsibility for personal property management in the Area. In contrast, the responsibility for the sale and repurchase of motor vehicles is assigned directly to the APMO who coordinates this activity with GSD-PMB-PPMS. The responsibility for the sale and repurchase at either the Area or Location levels is usually assigned to personnel who maintain their own records for inventory control. However, primary responsibility for fund control as it relates to the sale/repurchase transactions rests with the person designated to perform the accounts maintenance function.

There must be close cooperation between the person responsible for administering the sale/exchange of personal property program and the person responsible for accounts maintenance. Their responsibilities are different. The person administering the sale/exchange is responsible for the management of the program using the eligibility criteria defined in federal statutes and regulations. The accounts maintenance person, in contrast, is solely concerned with fund control and accounting requirement(s) in support of the management of the program.

Exhibit 24-13 lists the eligible items under the Sale/Exchange of Personal Property Program.

### **Sec. 2470.1 - Procedures for Sale and Purchase of Animals, Animal Products, and Other Non-Vehicular Categories**

#### **2470.1.1 - Procedures for Sale**

**Responsible Person: Location Administrative Officer/Technician (or person at the Location responsible for administering the personal property sale/exchange program)**

Upon consummation of the sale, complete Form AD-107, Report of Transfer or Other Disposition or Construction of Property, identifying the type(s) of animals, animal products, agricultural products, or other non-vehicular categories sold and the X94 sales (suspense) account in which the funds should be deposited.

Furnish a copy of Form AD-107 to the person performing the accounts maintenance function and to the

**APMO.**

Promptly remit the proceeds from the sale to the collection official.

**Responsible Person: Designated Collection Official**

Complete Form ARS-326-1, Record of Public Funds Received and Transmitted for Deposit, ensuring that X94 ("X" equates to the last digit of the FY in which the asset is sold) is shown as the appropriation code and ensure that object class 0199 is used. For instructions on completing Form ARS-326-1 and transmitting the money to the lock box, refer to the chapter titled "Collections" in this manual.

Furnish a completed copy of Form ARS-326-1 to the LAO/T.

**Responsible Person: Location Administrative Officer/Technician (or accounting Technician)**

Enter the deposit of funds per Form ARS-326-1 in the LOTS. (See Exhibit 24-19)

Reconcile individual sales deposit documents to the credit disbursement(s) reported on the TDL.

Furnish at least quarterly, a status of funds report for the X94 sales suspense account(s) to the person responsible for administering the personal property sale/exchange program. Through the third quarter, furnish the report by the 20th of the month following the end of the quarter. During the fourth quarter, the report should be furnished monthly by the 20th of the next month.

**2470.1.2 - Procedures for Purchase**

**Responsible Person: Location Administrative Officer/Technician (or person at the Location responsible for administering the personal property sale/exchange program)**

Upon the issue of an obligating document (e.g., AD-838, Purchase Order), furnish a copy to the accounting technician, or person responsible for accounts maintenance. Annotate the X94 account from which funds are to be transferred, as well as the X08 account to which they will be transferred.

**Responsible Person: Location Administrative Officer/Technician (or Accounting Technician)**

When the obligation for the purchase appears in the proper X08 account on the TDL, complete Form AD-742, Transfer and Adjustment Voucher, to transfer the revenue from the respective X94 to X08 account (see Exhibit 24-16 for completion instructions) and record the transfer in the LOTS. See Exhibit 24-19, Tracking Sale/Repurchase Transactions Using Lots Subaccount Feature.

**Sec.2470.2 - Procedures for Sale and Purchase of Vehicles****2470.2.1 - Procedures for Sale**

The following procedures assume that the vehicle will be sold by GSA, which is most often the case. However, sales are occurring with increasing frequency to private buyers. If that is the case, the procedures will be the same as those delineated in Section 2470.1 for the sale of animals, animal products, agricultural

products, etc. at the Location level, except that they will be carried out by the responsible staff at the Area level.

**Responsible Person: Area Property Management Office (APMO)**

Furnish a copy of Form SF-126, Report of Personal Property for Sale, to the ABFO.

**Responsible Person: Chief, NFC-RS4**

Upon receipt of GSA's Purchaser's Receipt and Authority to Release Property. which confirms the vehicle sale transaction and fund availability, forward one copy to the APMO and another copy to the ABFO.

**Responsible Person: Area Budget and Fiscal Officer (ABFO)**

Ensure that LOTS fund control records are posted to reflect the additional availability of funds in the correct fiscal year X94 account. See Exhibit 24-19.

Ensure that individual sales deposit documents are reconciled to the credit disbursement(s) reported on the TDL. Verify that the amount collected from the proceeds of the vehicle sale appears correctly as a credit disbursement for X94 on the TDL.

Furnish, at least quarterly, a status of funds report to the APMO.

2470.2.2 - Procedures for Purchase

**Responsible Person: Area Property Management Officer (APMO)**

Initiate Form GSA-1781, Motor Vehicle Registration - Delivery Order, and forward to NFC's Document Review and Batching Section. If suspense funds are to be utilized for all or part of the purchase, line 2 of the accounting. information in block 3 of the form MUST show the current year X08 accounting code to be charged. Exhibit 24-18 displays a same Form GSA-1781.

Forward a copy of Form GSA-1781 to the ABFO **annotating on line 3 of the "accounting" information shown in block 3 of the Form, the X94 account for the purchase and the amount. THE X94 ACCOUNTING DATA MUST ONLY APPEAR ON THE ABFO'S COPY (NEVER ON NFC'S COPY) AND SHOULD PREFERABLY BE HANDWRITTEN AND INITIATED.**

**Responsible Person: Area Budget and Fiscal Officer (ABFO)**

Review accounting information in block #3 of Form GSA-1781, Motor Vehicle Registration Delivery Order, making sure that an X08 account appears in the block if the purchase is funded with revenues deposit in an X94 suspense account.

Based on the accounting data in block 3 of the GSA-1781, effect the revenue transfer from the X94 to the respective X08 account by completing Form AD-742, Transfer and Adjustment Voucher (Exhibit 24-15). his transfer should only be accomplished after verifying that the corresponding obligation appeared correctly on the TDL. Record the transfer in LOTS per instructions in Exhibit 24-19.

Maintain a record of the revenue transfer by appropriately annotating the Form GSA-1781 and/or attaching a copy of the AD-742, Adjustment Voucher, to the corresponding Form GSA-1781.

Financial Management Manual - Mar 1990

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## Exhibit 7 - Delegation of Authority Letter

United States Department of Agriculture  
Agricultural Research Service  
Office of the Administrator  
Washington, D.C. 20250

April 21, 1993

SUBJECT: Delegation of Authority for the  
Acceptance of Gifts on Behalf of  
the Agricultural Research Service

TO: Jane L. Giles  
Deputy Administrator  
Administrative Management

FROM: E. E. Finney, Jr.  
Acting Administrator

Pursuant to AGPMR 104-43.8003(b) the Deputy Administrator, Administrative Management, is designated to be my authorized representative to accept gifts of personal and real property on behalf of the Agricultural Research Service. As such, you are responsible for the administration of the procedures for the acceptance, receipt, and utilization of the gift.

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## Exhibit 8 - Reportable Excess Property

### Reportable Excess Property

FSC Group	Description	Condition Code
10	Weapons	9
11	Nuclear Ordnance	N/R**
12	Fire Control Equipment	N/R

13	Ammunition	9
14	Guided Missiles (Except 1410, 1440)	9 (N/R)
15	Aircraft	9***
16	Aircraft Component	9
17	Aircraft Handling Equipment	N/R
18	Space Vehicles	7
19	Ships (Except vessels over 1500 gross tons)	8 (N/R)
20	Marine Equipment	N/R
22	Railway Equipment	9
23	Motor Vehicles Trailers	9
24	Tractors	9
25	Vehicular Equipment	2
26	Tires (Except 2610)	N/R (4)
28	Engines (Except 2805, 2810, 2815, 2840)	N/R (9)
29	Engine Accessories	9
30	Mechanical Power Equipment	N/R
31	Bearings	N/R
32	Woodworking Machinery	9
34	Metalworking Machinery	9
35	Service Equipment	7
36	Industrial Machinery (Except 3690)	9 (N/R)
37	Agricultural Machinery	9
38	Construction Equipment	9
39	Materials Handling Equipment	9
40	Rope, Cable	9
41	Refrigeration Equipment	9
42	Firefighting Equipment	9
43	Pumps, Compressor	9
44	Furnace and Nuclear Reactors	4
45	Plumbing Equipment	7
46	Water Purification/Sewage Treatment Equipment	7
47	Pipes	9
48	Valves	4
49	Maintenance Equipment (Except 4921, 4923,	9 (N/R)
	4925, 4927, 4931, 4933)	

76	Books, Publications (Except 7610)	N/R (4)
77	Musical Instruments (Except 7710)	5 (9)
78	Recreational Equipment	5
79	Cleaning Supplies	5
80	Brushes, Paints, Adhesives	4
81	Containers	8
83	Textiles (Except 8304, 8305)	N/R (9)
84	Clothing (Except 8455)	9 (N/R)
85	Toiletries	N/R
87	Agricultural Supplies	N/R
89	Subsistence (Except 8965)	N/R (2)
91	Fuels, Lubricants, Oils, and Water	3
93	Nonmetallic Fabricated Materials	2
94	Nonmetallic Crude Materials	N/R
95	Metals	5
96	Ores	4
99	Miscellaneous (Except 9905, 9910, 9999)	N/R (9)

\* See 104-43.311-4

\*\* See 104-43.311 -3

\*\*\* See 104-43.311 -5

## Exhibit 9 - Disposal Condition Codes

### Disposal Condition Codes

Disposal Condition Code	Brief Definition	Expanded Definition
1	Unused -- Good	Unused property that is usable without repairs and identical or interchangeable with new items from normal supply sources.
2	Unused -- Fair	unused property that is usable without repairs, but is deteriorated or damaged to the extend that utility is somewhat impaired.
3	Unused -- Poor	Unused property that is usable without repairs, but is considerably deteriorated or damaged. Enough utility remains to classify the property better than salvage.

4	Used -- Good	Used property that is usable without repairs and most of its ' useful life remains.
5	Used -- Fair	Used property that is usable without repairs but is somewhat worn or deteriorated and may soon require repairs.
6	Used-- Poor	Used property that is usable without repairs but is considerably work or deteriorated to the degree that remaining utility is limited or major repairs will soon be required.
7	Repairs Required -- Good	Required repairs are minor and should not exceed 15% original acquisition cost.
8	Repairs Required -- Fair	Required repairs are considerable and are estimated to rage from 16% to 40% of original acquisition cost.
9	Repairs Required -- Poor	Required repairs are major because property is badly damaged, worn, or deteriorated, and are estimated to rage from 41% to 65% of original acquisition cost.
X	Salvage	Property has some value in excess of its basic material content, but repair or rehabilitation to use for the originally intended purpose is clearly impractical. Repair for any use would exceed 65% of the original acquisition cost.
S	Scrap	Material that has no value except for its basic material content

## Exhibit 10 - AD-1071, USDA Excess Property Tag

USDA -OFFICE OF OPERATIONS  
**THIS PROPERTY HAS  
 BEEN DETERMINED:**

- EXCESS
- UNREPAIRABLE/SCRAP
- OBSOLETE

AGENCY ARS



REPORT NO.            94-012

DATE                    12/10/94

ITEM NO.              1

DESCRIPTION          Typewriter

MODEL NO.            Selective

SERIAL NO.            26397324

CONDITION CODE      8

(FOR AGENCY USE)

---

## Exhibit 10

### Instructions for Preparing AD-1071, "USDA EXCESS PROPERTY TAG"

This property has been determined (check/cross appropriate box):

Excess

UNREPAIRABLE/Scrap

Obsolete

Agency (Reporting Agency)

Report Number (To be assigned by the reporting agency)

Date (Date property is reported)

Item Number (To be assigned by the reporting agency)

Description (Name of property being reported: i.e., printer, monitor, typewriter, etc.)

Model Number (Model number of property if applicable)

Serial Number (Enter serial number as required for identification purposes)

Condition Code (Refer to 7CFR 101-43.4801)

### AD-1071A, "USDA Property Issued Tag"

This is for CEPO use only.

# Exhibit 11

MANUAL 221.1		Exhibit 11	
US DEPARTMENT OF AGRICULTURE <b>REPORT OF UNSERVICEABLE, LOST, STOLEN, DAMAGED OR DESTROYED PROPERTY</b>		PROPERTY REPORT NO  HQ95-006	DATE  1/12/95
SECTION I - ACCOUNTABLE PROPERTY OFFICER'S REPORT			
1. TYPE OF PROPERTY (Check only one - report each type separately)		2. REPORTING ACTIVITY (Show agency, unit and address) (Enter name and address of APO)	
<input checked="" type="checkbox"/> Unserviceable <input type="checkbox"/> Lost or Stolen <input type="checkbox"/> Damaged <input type="checkbox"/> Destroyed			
3. PROPERTY ITEMS (See attachment for additional entries)			
QUANTITY (Or property no)	ITEM DESCRIPTION AND OTHER DETAILS INCLUDING SERIAL NUMBER, IF ANY	INVENTORY VALUE	EXPLANATION OR DISPOSAL INSTRUCTIONS (Cannot be harmful to the environment)
A	B	C	D
1	Calculator, Monroe, S/N 109033 NFC ID # AG0002448426	\$701.25	
1	Calculator, Monroe, S/N 342701 NFC ID # AG0002458246	932.80	
4. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER  (Signature of APO)			5. DATE  1/25/95
SECTION II - PROPERTY MANAGEMENT OFFICER'S REVIEW AND RECOMMENDATION			
DETERMINATION FOR LOST, STOLEN, DAMAGED, OR DESTROYED PROPERTY			
1. After due consideration of all known facts and circumstances in this case, it is determined that:			
<input type="checkbox"/> a. The loss, theft, damage, or destruction did not result from employee negligence and any involved employees are hereby relieved of liability <input type="checkbox"/> b. There appears to be gross employee negligence involved; therefore, the case is returned to agency officials for appropriate action under the debt collection act <input type="checkbox"/> c. There appears to be negligence involved; therefore, the case is referred to agency personnel officials for consideration of disciplinary action			
SECTION III - AUTHORIZATION FOR ABANDONMENT OR DESTRUCTION OF UNSERVICEABLE PROPERTY			
1. Unserviceable property listed above is hereby authorized for abandonment or destruction in accordance with FPMR 101-45.5 based on any of the following determinations:			
<input checked="" type="checkbox"/> a. Property has no commercial value <input type="checkbox"/> c. Cost of care and handling exceed expected small lot sales proceeds <input type="checkbox"/> b. Health, safety or security considerations require immediate abandonment or destruction <input type="checkbox"/> d. Regulation or directive requires abandonment or destruction			
2. SIGNATURE OF PROPERTY MANAGEMENT OFFICER  (Signature of Appropriate Official)			3. DATE  1/17/95
SECTION IV - CERTIFICATION FOR COMPLETION OF ABANDONMENT OR DESTRUCTION: I certify that abandonment or destruction action for the items authorized by Section III was completed on this date in accordance with I-3(d).			
1. SIGNATURE OF PROPERTY MANAGEMENT OFFICER  (Signature of Appropriate Official)			2. DATE  1/17/95
3. SIGNATURE OF WITNESS			2. DATE
SECTION V - CERTIFICATION FOR COMPLETION OF PROPERTY AND FISCAL OFFICERS			
1. SIGNATURE OF ACCOUNTABLE PROPERTY OFFICER (The necessary entries have been made to adjust property records)			2. DATE
3. SIGNATURE OF FISCAL OFFICER (The necessary action has been taken to adjust the accounting records and, where required by a determination made under Section II above, to effect collection from involved employee(s))			4. DATE

AD FORM 112 (12/88)

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# Exhibit 12

## GSA Regional Offices

Region	Address/Telephone	Geographic Areas of Responsibility
National Capital	1941 Jefferson Davis Hwy. Crystal Mall, Bldg. 4, Rm. 800 Arlington, VA 22202 703-305-7240	Washington metropolitan area, and nearby Maryland and Virginia
1	T.P. O'Neil Federal Building, 10 Causeway Street Boston, MA 02222 617-565-7319	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
2	26 Federal Plaza New York, NY 10278 212-264-2034	New Jersey, New York, Puerto Rico, and Virgin Islands
3	Ninth & Market Streets Philadelphia, PA 19107 215-656-3910	Delaware, Maryland, Virginia (except Washington metropolitan area), Pennsylvania, and West Virginia
4	75 Spring Street, SW Atlanta, GA 30303 404-331-0040	Alabama, Florida, Georgia Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
5	230 South Dearborn Street Chicago, IL 60604 312-353-6060	Illinois, Indiana, Michigan, Ohio, Minnesota, and Wisconsin
6	4400 College Blvd., Suite 175 Overland Park, KS 66211 913-236-2525	Iowa, Kansas, Missouri, and Nebraska
7	819 Taylor Street Fort Worth, TX 76102 817-334-2330	Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
8	Building 41, Room 253, 7FBP-8 Denver Federal Center Denver, CO 80225 303-236-7700	Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming

9	525 Market Street San Francisco, CA 94105 415-744-5235	Arizona, California, Commonwealth of Northern Mariana Islands, Guam, Hawaii, and Nevada
10	GSA Center 400 15th Street, 9RBP Auburn, WA 98001 206-931-7400	Alaska, Idaho, Oregon, and Washington

## Exhibit 13 - OF-15, Sale of Government Property

MANUAL 221.1

Exhibit 13

OPTIONAL FORM 15  
DECEMBER 1980  
GSA CIRCULAR NO. 116

**SALE**

**GOVERNMENT  
PROPERTY**

Consisting of typewriters, copiers,...  
fax machines, projector film, VCR,...  
cash registers, miscellaneous ADPE...

By Agricultural Research Services

Time and Date 2:00 p.m. 2/17/95  
at CEPO, 3346 Hubbard Rd.  
Landover, MD 20782

Inspection by appointment

For Additional Information Contact Harvey Smith 301-344-3333  
at ARS, 6303 Ivy Lane, Room 734, Greenbelt, MD 20770

Refer to Sale No. WLFBPS-95-102

Exhibit 13

This is the reverse side of the OF-15

OF 15. Sale of Government Property (poster)

\*Reverse side of this form contains information on...

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page 1 of 2

containing the special provisions for the sale.

1. The acceptance pay for the sale

are:

Certified Checks  
Cashiers Checks  
Money Orders Checks

2. Full description of the property:

2 IBM Typewriters - operational - need repairs  
4 Xerox Copiers - good condition  
1 Panasonic VCR - broken - needs repair  
3 NCR registers - good condition  
Miscellaneous ADPE - good condition

## Exhibit 14 - OF-16, Sales Slip, Sale of Government Personal Property

		<b>MANUAL 221.1</b>	<b>Exhibit 14</b>
<b>SALES SLIP</b>			<b>NO.</b>
<b>SALE OF GOVERNMENT PERSONAL PROPERTY</b>			<b>DATE OF SALE</b>
SELLING AGENCY USDA, ARS			1/12/95
BUYER'S NAME AND ADDRESS			SALE NO. 95-02
			REGISTRATION NO. (If any) 14
ALL PROPERTY LISTED BELOW MUST BE PAID IN FULL AND REMOVED BY			DATE
ITEM OR LOT NO.	DESCRIPTION	PRICE	
3	Lawn Mowers	\$36.00	
2	Weed Eaters	\$15.00	
REIMBURSABLE ACCOUNT NO (If any)		TOTAL AMOUNT	\$51.00
PAID BY (Signature)	PAID ON DATE OF		

PAYMENT FOR GOVT	BY (Signature and date)	SALE	\$25.00
		BALANCE DUE	\$26.00

**NOTICE TO BUYER**

This copy is to be retained by the buyer. When full payment is made, this copy will be so marked. An additional copy will be issued to the property custodian authorizing release of the property. Sign the release copy when the property is received. Please note the deadline date for final payment and removal of property indicated above. This sales slip is accepted subject to the General Sale Terms and Conditions of SF114-C, a copy of which is on file and will be made available upon request.

1. BUYER'S COPY

80

OPTIONAL FORM 10

DECEMBER 1980

(GSA Circular No. 226)

7/5/95

page 1 of 1

## Exhibit 15 - SF-120, Report of Excess Personal Property

STANDARD FORM 120 REV. APRIL 1987 GEN. SERV. ADMIN. FPMR (41 CFR) 101-43.311		<b>REPORT OF EXCESS PERSONAL PROPERTY</b>		1. REPORT NO.
4. TYPE OF REPORT	(Check one only of "a," "b," "c," or "d")	a. ORIGINAL	b. CORRECTED	c. PARTIAL d. TOTAL
5. TO (Name and Address of Agency to which report is made) THRU General Services Administration 1941 Jefferson Davis Highway Crystal Mall, Bldg. 4, Arlington, VA 22202				
7. FROM (Name and Address of Reporting Agency) USDA, ARS, PPD 6303 Ivy Lane, Rm 803 Greenbelt, MD				
9. FOR FURTHER INFORMATION CONTACT (Title, Address, and Telephone No.) Joe Smith 301-344-5555 6303 Ivy Lane, Rm. 642 Greenbelt, MD				
11. SEND PURCHASE ORDERS OR DISPOSAL INSTRUCTIONS TO (Title, Address, and Telephone No.)				
Same as block 9.				
13. FSC GROUP NO.	14. LOCATION OF PROPERTY (If location is to be abandoned)			
74	Same as block 7.			
16. EXCESS PROPERTY LIST				
ITEM NO. (a)	DESCRIPTION (b)			
1	Sedan, Plymouth Acclaim 4-Cylinder, Auto Transmission A6A057E367328  Mileage 41611  Vehicle in Operable Condition			

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## Exhibit 15

## Instructions for Preparing Standard Form (SF) 120, "REPORT OF EXCESS PERSONAL PROPERTY"

1. Report No.: 10-digit universal number (includes the FEDSTRIP activity address code, which identified the reporting activity, the Julian Date when report is prepared, and the line item number)

The Julian Date must be a 4-digit numeric entry, with the first digit representing the calendar year and the last three digits representing the day of the year.

Example: S391469182: S39146 = FEDSTRIP  
9182 = Julian Date

Note: Federal Standard Requisitioning and Issue Procedures (FEDSTRIP), used by civilian agencies, is similar to Military Standard Requisitioning and Issue Procedures (MILSTRIP) 41 CFR 101-26.2.

2. Date mailed - self explanatory
3. Total Cost: Total cost in \$ (dollars) of all line items
4. Type of Report Check One: a (original); b (corrected); c (partial withdrawal); or d (total withdrawal); e (overseas); f (contractors inventory)
5. To (Name and address of agency to which report is made) GSA Regional location (complete address)
6. Appropriation or fund to be reimbursed (if any)
7. From (Name and address of agency to reporting agency)
8. Report approved by (Name and Title)
9. For further information contact (Title, address, and telephone number)
10. Agency approval (if applicable)
11. Send purchase orders for disposal instruction to (Title, address, and telephone number) Paperwork goes to -- to close the files
12. GSA Control No. - To be filled in by GSA
13. FSC Group No. - Federal Supply Classification Group Copy(ies) of FSC schedule can be obtained from:

GSA/FSSB  
Rm 6604  
7th & D Streets, SW  
Washington, DC 20407  
(202) 708-5932

## Exhibit 15

14. Location of property (if location is to be abandoned, give date) Address and telephone number -- to GSA region
15. REIM/REQD - Yes. or No. (#s 6 and 16 are related)



16. Agency Control No. (to be assigned by the Agency)
17. Surplus Release Date (GSA does this)
18. Excess Property List
  - a. Item Number: Indicate ea, lb, pkg, pc
  - b. Description: Note that commercial description is best. Give full description -- name of item, model, serial number, etc.
  - c. Condition: Disposal code (41 CFR 101-43.4801)
  - d. Unit is issue
  - e. Number of units
  - f. Acquisition cost per unit
  - g. Total acquisition cost (for all units)
  - h. Fair value %: if eligible for reimbursement, indicate amount

## Exhibit 16 - SF126, Report of Personal Property for Sale

MANUAL 221.1				Exhibit 16									
<b>REPORT OF PERSONAL PROPERTY FOR SALE</b>				PAGE 1	OF 1								
1. FROM (NAME, ADDRESS AND ZIP CODE OF OWING AGENCY) USDA, ARS, Southern Plains Area Office Office of the Director 7607 Eastmark Drive, College Station, TX 77840		2. REPORT NO. 127D215012		3. DATE 1/12/95									
6. PUBLIC MAY INSPECT PROPERTY BY CONTACTING (NAME, ADDRESS, ZIP CODE, AND TELEPHONE NO)		4. FSC GROUP		5. TOTAL ACQUISITION COST \$550.00									
8. TO GSA 819 Taylor Street, Room 6A12 Fort Worth, TX 76102		7. PROPERTY LOCATED AT Same as block 6.											
12. SEND EXECUTED SALES DOCUMENTS TO (NAME, ADDRESS, AND ZIP CODE) Same as block 1.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="vertical-align: top;">                             9. LOAD- ING BY GOV'T                         </td> <td colspan="2" style="vertical-align: top;">                             a. ACTIVITY WILL LOAD FOR PURCHASER  <input type="checkbox"/> (1) YES    <input type="checkbox"/> (2) NO                         </td> </tr> <tr> <td colspan="2" style="vertical-align: top;">                             10. PROPERTY IS EXCHANGE SALE  <input checked="" type="checkbox"/> a. YES    <input type="checkbox"/> b. NO                         </td> <td colspan="2" style="vertical-align: top;">                             11. PROPERTY IS REIMBURSEABLE  <input checked="" type="checkbox"/> a. YES    <input type="checkbox"/> b. NO                         </td> </tr> </table>				9. LOAD- ING BY GOV'T		a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO		10. PROPERTY IS EXCHANGE SALE <input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO		11. PROPERTY IS REIMBURSEABLE <input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO	
9. LOAD- ING BY GOV'T		a. ACTIVITY WILL LOAD FOR PURCHASER <input type="checkbox"/> (1) YES <input type="checkbox"/> (2) NO											
10. PROPERTY IS EXCHANGE SALE <input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO		11. PROPERTY IS REIMBURSEABLE <input checked="" type="checkbox"/> a. YES <input type="checkbox"/> b. NO											
15. UTILIZATION AND DONATION SCREENING REQUIREMENTS COMPLETED. PROPERTY IS AVAILABLE FOR SALE.		13. DEPOSIT PROCEEDS TO (APPROPRIATE FUND SYMBOL AND TITLE) (Office Fund Symbol)											
14. STATION DEPOSIT SYMBOL OR STATION ACCOUNT NUMBER (Office Station Account Number)		16. BY (SIGNATURE AND TITLE)											
PROPERTY LIST (USE CONTINUATION SHEET, IF NECESSARY)													
ITEM NO (a)	ITEM NO ASSIGNED BY GSA (b)	COMMERCIAL DESCRIPTION AND CONDITION (c)	UNIT (d)	NUMBER OF UNITS (e)	ACQUISITION COST								
					PER UNIT (f)	TOTAL (g)							
1		Typewriter, IBM S/N 5492076 AG0002448324	ea	1	\$300	\$300							
2		Typewriter, Royal S/N 6809535 AG0002448234 Condition Code 6	ea	1	\$250	\$250							
Total						\$550							

17. RECEIPT OF PROPERTY AT GSA SALES SITE OR CENTER ACKNOWLEDGED		18. RECEIPT OF REPORT IS HEREBY ACKNOWLEDGED	
SIGNATURE AND TITLE	DATE	SIGNATURE AND TITLE	DATE
FOR GSA INTERNAL USE ONLY			
19. SALE NO.	20. TYPE OF SALE	21. INSPECTION DATES	22. BID OPENING DATE AND TIME
128-103		STANDARD FORM 126 (REV 7-78) Prescribed by GSA, FPMR (41 CFR) 101-45.303	

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## Exhibit 16

Instruction for Preparing SF-126, "REPORT OF PERSONAL PROPERTY FOR SALE" Standard Form 124 and, when continuation sheets are necessary, Standard Form 126A shall be used to report personal property for sale in accordance with 41 CFR 101-45. Each report shall be submitted in four

copies and shall be confined to property at one location and one commodity group, as defined in item 4 below.

Page 1 of SF-126, Enter total number of pages in space provided in the top margin.

1. From (Enter name and address [including zip coder of agency or department and Bureau, office, or other subdivision making report.
2. Report Number (Enter a serial number and any other identifying number or symbol required by the owning agency. [USDA requires a 10-digit number (FEDSTRIP activity address code, Julian Date, and the line item number)])
3. Date (Date report is prepared)
4. FSC Group (Federal Supply Classification Group Number to which property being reported belongs.

(Note: Some groups are not eligible for exchange/sale as prescribed in 41 CFR 101 46.202-- e.g., FSC Groups 10 [Weapons] and 71 [Furniture] are not eligible for exchange/sale.)

Copy(ies) of the FSC schedule can be obtained from:

GSA/FSSB  
Room 6604  
7th and D Streets, SW  
Washington, DC 20407  
(202) 708-5932

5. Total acquisition cost (Enter total of all amounts shown in column 16(9) for all pages on the report.)
6. Public may inspect property by contacting (Enter name, address, and telephone number of person who may be contacted by prospective bidders for inspection purposes)
7. Property located at (Give the warehouse, building, or other specific location and address where property is located)
8. To (Enter GSA Region Number and address to which report is to be made.
9. Loading by Government (Enter an (X) in the appropriate block to indicate whether or not Government will load. If answer is yes,, fill in 9(b). (Tailgate. Platform. Rail. etc.)
10. Property is Exchange/Sale (Enter an (X) in the appropriate block.

11. Property is reimbursable (Enter an (X) in the appropriate block to indicate whether or not property is reimbursable (if property is exchange/sale, it is reimbursable)
12. Send executed sales documents to (Enter name, address, zip code, and telephone number of official or office to whom completed documents are to be sent)
13. Deposit proceeds to (Enter the appropriate fund symbol and title of the fund which is to receive the proceeds.
14. Station deposit symbol or station account number (Enter the appropriate station deposit symbol or station account number)
15. Utilization and donation screening requirements completed. Property is available for sale. (Type the name and title of person authorized to approve the report. Have the person sign it.)

Show GSA property was screened for 42 days

Local utilization screening = 21 days

Local donation screening = 21 days

16. Property List --

- (a) Item Number (Enter consecutive numbers for all line items in the report, beginning with "1" for the first line item on the first page. This is a 4-digit e.g., numeric entry e. ., 0001, 0022, etc.)
- (b) Item Number Assigned by GSA (When property is programmed for sale, GSA Regional Office will enter the line item as it will appear in the Invitation for Bids (IFB). This is also a 10-digit number provided in GSA Catalog mailing list)
- (c) Commercial Description and Condition (In this column describe each line item in commercial terms and in sufficient detail to permit sale without further reference to the owing agency. The name of the manufacturer, year of manufacture, stock numbers, and prefixes, manufacturer's part number, and applicable specifications should be stated. Specify the type of container or package and the quantities in each.  
  
Condition shall be limited to statements of fact such as "unused" or "used". These general descriptions, qualifying statements shall be added as guide information such as "some surface rust," "in broken cartons," "rubber may be deteriorated," and "packed for expert." On listing motor vehicles from which major parts have been removed, (i.e., engines, wheels, transmission, etc.), or if it has been in an accident, that fact shall be disclosed.
- (d) Unit (Enter the unit, such as: each, pounds, tons, dozen, gross, etc. Distinguish between long, short, and metric tons. Standard abbreviation may be used.
- (e) Number of Units (Enter the quantity of each line item in term of the unit of measure given in column [d])
- (f) Acquisition Cost - Per Unit (Enter the recorded acquisition cost per unit (column [d]). If acquisition cost is not known, enter the estimated cost per unit. Identify an estimated cost by the prefix IE)).
- (g) Acquisition Cost - Total (Enter the completed total cost for each line item (number of units in column [e] times the cost per unit in column [f])).

17. Receipt of property at GSA sales site or center acknowledged (The GSA official receiving property at a GSA sales site or center shall sign his name, title, and date.

18. Receipt of report is hereby acknowledged (GSA Regional Office will immediately acknowledge receipt of report by signature, title and date of authorized person and return of duplicate copy to the reporting agency.

19 through 22 (When a sale has been prepared, the GSA Regional Office shall complete items 19 through 22 and return an annotated copy to the reporting agency)

# Exhibit 17 - ARS Passenger Vehicle Inventory Ceilings

ARS Passenger Vehicle Inventory Ceilings

<b>Organization</b>	<b>Passenger Vehicle Inventory Ceilings</b>
Headquarters	14
Beltsville Area	47
Mid South Area	42
Midwest Area	66
North Atlantic Area	33
Northern Plains Area	66
Pacific West Area	57
South Atlantic Area	90
Southern Plains Area	57
Total	472

# Exhibit 18 - Volume Consolidations Standard Vehicle Types

Volume Consolidations Standard Vehicle Types

<b>Vehicle category</b>	<b>Consolidation Date</b>
Two "volume procurements" of sedans and station wagons of the types covered by Federal Standard No. 122.	June 1 to November 15 November 16 to May 31
Two "volume procurements" of light trucks of the types covered by Federal Standard No. 292 and 307.	June 16 to December 1 December 2 to June 15

Three "volume procurements" of medium and heavy trucks in accordance with Federal Specification Numbers KKK-T-107, 2108, 2109, 2110, 2111, and KKK-B-1579.

March 10 to August 9 August 10 to December 15 December 15 to March 9

## Exhibit 19 - Estimate Delivery Dates

Estimate Delivery Dates .

Federal Supply Classification Code	Commodity	Leadtime in Calendar Days
2310	Passenger Vehicles	285
	Busses	370
2320	Light Trucks 4X2 and 4X4 under 11,000 GVW	285
	All Trucks over 11,000 GVW	350
2330	Trailers	285
4210	Fire Trucks	400

## Exhibit 20 - Table of Minimum Vehicle Replacement Standards

Table of Minimum Vehicle Replacement Standards

Vehicle Description	Expected Life-Years	Expected Life-Miles
Passenger Vehicles:		
Sedans/Station Wagons	6	60,000
Ambulances	7	60,000

<b>Buses:</b>		
Intercity-Type	N/A	280,000
City-Type	N/A	150,000
School-Type	N/A	80,000
<b>Trucks:</b>		
Less than 12,500 pounds GVWR	6	50,000
12,500 - 23,999 GVWR	7	60,000
24,000 pounds and over	9	80,000
4 or 6 wheel drive vehicles	6	40,000

## Exhibit 21 - Use of Government Vehicle for Home-to-Work Transportation

U.S. DEPARTMENT OF AGRICULTURE WASHINGTON, D.C. 20250

<b>DEPARTMENTAL REGULATION</b>	<b>NUMBER:</b> <b>5400-5</b>
--------------------------------	---------------------------------

<b>SUBJECT:</b>	<b>DATE:</b>
Use of Government Vehicle for Home-to-Work Transportation	February 9, 1990
	OPI" Office Of Operations

### 1 PURPOSE AND SCOPE

This regulation establishes, as required by Pub. L. No. 99-550, (31 U.S.C. 1344) and Federal Property Management Regulation Amendment A-42, the Secretary's policy, procedures and approvals for the use of Government vehicles for home-to-work transportation. This regulation applies only to the use of home-to-work transportation for employees on normal duty (non-travel) status performing assigned duties at their place of employment. This regulation does not apply to the use of Government vehicles when:

- a used in conjunction with official travel to perform temporary duty assignment away from a designated or regular place of employment, or
- b the employee's residence is his/her official duty station and a record is on file showing the supervisor's approval.

This regulation is effective upon issuance.

### 2 POLICY

An employee is allowed to use a Government provided vehicle for transportation to and from work only when that use is consistent with this regulation or has been approved in advance by the Secretary. All instances of home-to-work transportation must be documented fully with necessary reports, logs, or records of such use. Form AD-728, Request and Authorization for Home-to-Work Transportation, is to be used for this purpose.

The use of Government vehicles between an employee's residence and his/her place of employment shall be limited to:

a The Secretary and Deputy Secretary.

b Employees engaged in field work, as defined in Section 3. The Secretary has determined that the job series listed in Attachment A are authorized home-to-work transportation when actually performing field work and then only to the extent that such transportation will substantially increase the efficiency and economy of the Government. If circumstances require that field work only be performed on an intermittent basis, the agency must establish procedures to ensure that the Government vehicle is used only when field work is being performed.

c Other employees, when use is in response to a highly unusual circumstance which presents a clear and present danger, when emergencies exist, or when other compelling operational considerations make such transportation essential to the conduct of official business.

d Employees engaged in criminal law enforcement and protective services duties when the use is essential for the safe and effective performance of those duties.

Employees who use vehicles for home-to-work transportation may be subject to fringe benefit withholdings as explained in Departmental Regulation 2600-1.

### 3 DEFINITIONS

a **Government Vehicle.** Any motor vehicle, aircraft, boat, ship or other similar means of transportation that is owned or leased (including non TDY rentals) by the United States Government or has come into possession or control of the Government by other means, such as forfeiture or donation

b **Residence.** The primary place where an employee resides and from which the employee commutes to his/her place of employment. The term "residence" is not synonymous with "domicile" as that term is used for taxation or other purposes, not does this regulation affect the provisions set forth in the Federal Travel Regulations for employees on temporary duty (TDY) away from their designated or regular place of employment.

c **Place of Employment.** Any place within the accepted commuting areas as determined by the agency for the locality involved where an employee performs his/her business, trade, or occupation even if the employee is there only for a short period of time. The term includes, but is not limited to, an official duty station, home base, headquarters, or any place where an employee is assigned to work including locations where meetings, conferences, or other official functions take place.

d **Field Work.** Official work performed by an employee whose job requires the employee's presence at various locations that are at a distance from the employee's place of employment (itinerant-type travel involving multiple stops within the accepted local commuting area or sue outside that area) or at a remote location that is accessible only by Government-provided transportation. The designation of a work site as a field office does not, of itself, permit the use of a Government vehicle for home-to-work transportation.

Examples of employees involved in field work include, but are not limited to, meat inspectors, and certain law enforcement officers, whose jobs require travel to several locations during the course of the work day. The field work exception may be used (1) when the employee's workday begins at his or her official Government duty station, or (2) when the employee normally commutes to a fixed location no mater how far removed from his or her official duty station; i.e., Plant Protection and Quarantine Officers assigned to airports since these employees are not performing field work.

e **Criminal Law Enforcement.** Official work related to the enforcement of Federal criminal laws by a law enforcement officer. A law enforcement officer is an employee whose primary duties are the investigation, apprehension, or detention of individuals suspected or convicted of offenses against the criminal laws of the United States.

f **Protective Services.** Official work providing authorized personal security to Department officials.

g **Clear and Present Danger.** Highly unusual circumstances which resent a threat to the physical safety of the employee's person or property under circumstances where: (1) the danger is real, not imaginative and is immediate or imminent, not merely potential; and (2) a showing is made that the use of a Government vehicle would provide protection not



otherwise available

h **Emergency.** Circumstances which exist whenever there is an immediate, unforeseeable, temporary need to provide home-to-work transportation for those employees who are necessary to the uninterrupted performance of the agency's mission. An emergency may occur where there is a major disruption of available means of transportation to or from a work site, an essential Government service must be provided, and there is no other way to transport an employee.

i **Compelling Operational Considerations.** Circumstances where the provision of home-to-work transportation to an employee is essential to the conduct of official business or would substantially increase a Federal Agency's efficiency and economy. Home-to-work transportation may be justifiable if other available alternatives would involve substantial additional costs to the Government or expenditures of employee time. These circumstances need not be limited to emergency or life and death situations.

#### 4 RESPONSIBILITIES

##### a **Agency Heads** will:

(1) Designation officials to sign Form AD-728 when (1) a request for home-to-work transportation must be forwarded to the Secretary for approval, (2) it is being used to document the use of a Government vehicle under the field work definition, or (3) it is being used to document the use of Government vehicles for employees whose residences are designated as their duty station.

(2) Ensure that requests for justified and are submitted for the Secretary's approval for home-to-work transportation only when such use will substantially increase the efficiency and economy of the Government. The comfort and convenience of an employee shall not be considered as Justification for such authorization.

Agencies may have situations where it is more cost effective to the Government to provide an employee a Government vehicle for home-to-work use rather than have the employee travel long distances to pick up a vehicle then drive back towards or beyond this/her residence to perform his/her job. In these situations, of practicable, agencies should consider basing the vehicle at a Government facility located near the employee's Job site. If such a solution is not feasible, the agency must decide if the use of the vehicle qualifies under the compelling operational considerations as defined in this regulation.

(3) Ensure that the appropriate records, logs, and reports are maintained to substantiate the necessity for an employee's authorization to use home-to-work transportation.

(4) All field work determination for use of home-to-work transportation including job series listed in Attachment A must be recertified to the secretary every two years.

##### b **Office of Operations (OO)** will:

(1) Coordinate requests for the Secretary's approval for home-to-work transportation described in Section 2c;

(2) Ensure that requests are adequately justified;

(3) Return a signed copy of each approved authorization to the requesting agency; and

(4) Submit copies of approved requests to the Committee on Government Operations, United States House of Representative, no later than 30 days after approval.

(5) Obtain the Secretary's approval for updates as necessary to the job series listed in Attachment A and recertification of the entire listing at least every two years.

#### 5 PROCEDURES FOR REQUESTING APPROVAL BY THE SECRETARY

a Should agencies find that employees in other occupational series need to be included in Attachment A because they involve field work, requests must be forwarded to the Personal Property Management Division, OO, for approval by the Secretary. Such requests should include the type of work performed and circumstances requiring use between an employee's

residence and assigned work station.

b The requesting agency must submit an original and three copies of Form AD-728 to the Personal Property Management Division, OO, for each individual request for home-to-work transportation in unusual circumstances that present a clear and present danger, an emergency, or a compelling operational consideration. These requests must be submitted and approved in advance of the use of the Government vehicle for home-to-work transportation. The Agency Head or designee must approve requests before submission to OO. The initial duration of a determination for use shall not exceed 15 calendar days. Should circumstances justify that the home-to-work transportation continue beyond the 15-day period, the Secretary may approve a subsequent request for a duration of 90 calendar days. At the end of the 90-day period, the Secretary may authorized an additional extension of 90 calendar days and continue this process as long as circumstances justifying home-to-work transportation continue to exist.

Requests should be handled in the most expedient manner possible (i.e., overnight mail, hand delivery, telecopier, electronic mail, or other means) to expedite submission to the Secretary for approval. In cases where it is physically impossible to secure the prior approval of the Secretary, an agency official may authorize short-term uses of vehicles for home-to-work transportation of the circumstances meet one of the situations listed in Attachment B, Contingency Determinations. However, the request must still be submitted for post-approval by the Secretary.

## 6 RECORDS AND REPORTS

Each agency will maintain logs or other records necessary to establish that any home-to-work transportation was used for official purposes and must be easily accessible for audit purposes. These logs and records should contain, at a minimum, the following information:

- a Name and title of the employee (or other identification, if name is confidential) using the Government vehicle;
- b Name and title of the person authorized the use;
- c Identification of the Government vehicle;
- d Date;
- e Location;
- f Duration of home-to-work transportation; and
- g Circumstances requiring the home-to-work transportation.

Departmental Form Ad-728 contains the above information and must be used to request individual approvals by the Secretary. Agencies may also use it for the documentation required for other home-to-work transportation. Form AD-728 is available from the Consolidated Forms and Publications Distribution Center, Landover, Maryland.

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## APPENDIX A JOB SERIES DESIGNATED TO PERFORM FIELD WORK AND AUTHORIZED TO USE GOVERNMENT VEHICLES FOR OFFICIAL PURPOSES TO AND FROM AN EMPLOYEES RESIDENCE.

SERIES	OCCUPATION
341	Administrative Officer
393	Communications Specialist
401	General Biological Science
404	Biological Technician
414	Entomologist or Quality Control
421	Plant Protection and Quarantine Aid
435	Plant Pathologist
436	Plant Protection and Quarantine Officer

440	Research Genetist, Plant
454	Range Conservation
455	Range Technician
457	Soil Conservationist
458	Soil Conservationist Technician
460	Forestry
462	Forestry Technician
470	Soil Science
471	Agronomy
475	Agricultural Management Specialist
482	Fishery Biology
486	Wildlife Biology
487	Animal Science
499	Biological Science Student Trainee
510	Accountant
701	Veterinary Medical Officer
704	Animal Health Technician
711J	Automation Coordinator
801	General Engineering
802	Engineering Technician
807	Landscape Architecture
808	Architecture
809	Construction Control
810	Civil Engineering
811	Engineer
811J	County Office Reviewer
817	Surveying Technician
830	Mechanical Engineering
890	Agricultural Engineer
1101	General Business and Industry
1130	Public Utilities Specialist
1145	Agricultural Program Specialist
1147	Market Reporter
1165	Loan Specialist
1320	Chemistry
1382	Food Technologist
1801	General Inspection, Investigation and Compliance
1802	Compliance Inspection and Support
1810	Investigator
1811	Criminal Investigating
1850	Warehouse Examiner
1863	Food Inspector
1899	Student Trainee, Investigator
1980	Agricultural Marketing Specialist or Inspector
2181	Aircraft Operator
3502	Laboring
4749	Maintenance Mechanic
5715	Road Sweeper Operator
5823	Automotive Mechanic

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## APPENDIX B

### CONTINGENCY DETERMINATIONS

The Secretary has determined that there are situations that will arise which cannot be foreseen in advance that may require the authorization of home-to-work transportation.

Listed below are situations where the Secretary approves short-term uses of vehicles for home-to-work transportation when such situation needs do not permit prior approval by the Secretary, and the Agency Head or his designee validates the urgency. However, post-approval shall be requested within 15 calendar days and such post-approval request shall cover the entire period of use.

#### SITUATIONS

Active Wildfires  
High Fire Danger  
Earthquakes  
Volcanic Activity  
Flood  
Storms

Notification to employees of a clear and present danger, emergency situations, or compelling operational consideration that is received too late in the day to obtain the approval of the Secretary before the employee must report to the place of employment.

## Exhibit 22 - AD-728, Request and Authorization for Home-to-Work Transportation

		MANUAL 221.1		Exhibit 22	
Request and Authorization For Home to Work Transportation		1. AGENCY USDA			
		2. ORGANIZATIONAL UNIT ARS-HQS			
3. NAME OF EMPLOYEE Garland C. Gray		4. OCCUPATION OR TITLE Engineer			
5. RESIDENT ADDRESS		6. OFFICIAL STATION 6303 Ivy Lane Greenbelt, MD 20770			
7. DISTANCES TRAVELED FROM:					
a. Residence to Office  15	b. Residence to nearest Government or Commercial storage facility offering service during required hours.  0	c. Daily tour of duty - Give each location starting with first departure (Home or office, plant, establishment, etc.) and mileage between each point.		d. Home to office-3 miles Office to field station - 10 miles Home-Office 15 Field station to Office-Field 25 area office 4 miles.	
8. REASON FOR HOME TO WORK TRANSPORTATION					
<input type="checkbox"/> a. An immediate or imminent clear and present danger presents a threat to the physical safety of the employee's person or property. (Describe.) <input type="checkbox"/> b. An emergency has created an immediate, unforeseeable temporary need to provide home-to-work transportation in order to guarantee uninterrupted performance of the agency's mission. (Describe the nature of the emergency and the role of the employee to the agency's mission.) <input checked="" type="checkbox"/> c. Compelling operational considerations make the provision of home-to-work transportation essential to the conduct of official business or would substantially increase the agency's efficiency or economy. (Describe the circumstances and/or explain how other available alternatives would involve substantial additional costs to the Government or expenditures of employee time.) <input type="checkbox"/> (1) Stationed at a field point with no office and normally proceed directly from residence to varying points of duty. <input type="checkbox"/> (2) Stationed at a field point with local office, but normally proceed directly from residence to varying points of duty. <input type="checkbox"/> (3) Frequently required to depart on, and return from, field trips at unusually early or late hours, during which the use of public transportation or services of other storage facilities are not available or reasonable. <input type="checkbox"/> (4) Engaged in law enforcement duties under 31 U.S.C. 1344. <input type="checkbox"/> (5) Storage of vehicle at residence due to economical or security reasons. <input type="checkbox"/> d. Field Work. <input type="checkbox"/> e. Residence is permanent Official Duty Station.					
DESCRIPTION: Employee is responsible for monitoring the boiler system.					
9. AUTHORIZATION PERIOD					
From:		To:			
10. VEHICLE IDENTIFICATION					

<input type="checkbox"/> Owned <input type="checkbox"/> Leased		Type of vehicle (Describe: i.e., sedan, truck, etc.)	
11. CERTIFICATION (See Privacy Act Statement)			
I CERTIFY that the above information is true and correct to the best of my knowledge. I will not use this vehicle at any time for my personal convenience or permit others to do so. When parked at or near residence, vehicle will be kept locked and every precaution taken to guard it against damage or theft, etc. I understand that use of this vehicle for other than official purposes makes me subject to suspension without pay for a period of not less than one month or to removal summarily from office as provided in 31 U.S.C. 1349 (b).			
SIGNATURE OF EMPLOYEE		DATE SIGNED	
12. RECOMMENDATION			
APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	SIGNATURE	TITLE	DATE
13. AUTHORIZATION			
APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	Explain Disapproval		
SIGNATURE	TITLE	DATE	
This authorization is not transferable. A new application must be submitted whenever the circumstances, as stated above, change to such an extent as to make continued authority questionable. The approving officer should be notified immediately when for any reason (such as transfer, separation, etc.) this authority is no longer required.			

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## Exhibit 23 - Vehicle Preparation

## Guide

### VEHICLE PREPARATION GUIDE

When a vehicle is transferred to another Federal Agency, sold, donated, or otherwise disposed of, prepare vehicle as follows:

1. Remove identification tags and decals.
2. Clean interior and exterior.
3. Inflate tires.
4. Bring oil to full level.
5. Start engine periodically.
6. Maintain battery charge.
7. Obtain necessary receipts when vehicles are picked up.

### Removal of Government License Tags

Upon the receipt and acceptance of a replacement vehicle, the APO shall destroy Government license tags and prepare form AD-112, reporting destruction to the PMO.

### Removal of Decals

Pressure-sensitive decals can be removed from vehicle surfaces with little damage to paint provided reasonable care is exercised using a solution of 75 percent M.E.K. (methyl-ethyl- ketone) and 25 percent toluol in the following manner:

- a. Cover the legend with an absorbent material such as a paper towel.
- b. Wet absorbent material with solution and leave in place for 3-4 minutes.
- c. Remove absorbent material carefully. Most of the decal will come off with removal.
- d. Wipe away remaining residue with a cloth soaked with the mixture.

If the above solution is not available, a methylene chloride base paint and varnish remover can be used as follows:

- a. Mask around legend, leaving 1/16" gap between tape and legend. Brush on paint remover.
- b. A few seconds later scrape downward with a scraper.
- c. Wipe away remaining residue with a cloth.

# Exhibit 24 - SF-97, The United States Government Certificate of Release of Motor Vehicle

MANUAL 221.1		Exhibit 24	
THE UNITED STATES GOVERNMENT CERTIFICATE OF RELEASE OF A MOTOR VEHICLE <small>(See instructions on reverse)</small>			CERTIFICATE NO.
<p>The undersigned DEPARTMENT or AGENCY of the UNITED STATES GOVERNMENT certifies that the motor vehicle described herein, the property of the UNITED STATES GOVERNMENT, has been transferred this <u>3</u> day of <u>June 19 94</u>, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the UNITED STATES GOVERNMENT.</p>			
TRANSFEEE (Name of dealer, individual, etc)		ADDRESS FOR TRANSFEEE (Please include ZIP code)	
John Doe		10675 Nowhere Street	
TRANSFEROR (Accountable office, i.e., department or agency; subunit and address, including ZIP code)			
USDA-ARS-PPD, 6303 Ivy Lane, Greenbelt, MD 20770			
MAKE OF VEHICLE	YEAR	SERIES OR MODEL	ENGINE NO.***
Ford	1967	F-110	
TYPE OF VEHICLE*		KIND OF BODY**	
Truck		2-Door	
NUMBER OF CYLINDERS	HP (SAE)***	FUEL	NUMBER OF AXLES**
4		Gas	2
WEIGHT (Shipping)		NO. OF PASSENGERS***	WHEELBASE***
		2	
		MANUFACTURER'S RATED CAPACITY	SALE PRICE
			\$100
ODOMETER MILEAGES STATEMENT			
<p>Federal regulations required you to state the odometer mileage upon transfer of ownership. An inaccurate or untruthful statement may make you liable for damages to your transferee, for attorney fees, and for civil or criminal penalties, pursuant to Sections 409, 412, and 413 of the Motor Vehicle Information and Cost Savings Act of 1972 (Public Law 92-513, as amended by Public Law 94-364). I, _____ state that to the best of my knowledge, based upon United States Government records, the odometer of the vehicle described above reads, based upon United States Government records, the odometer of the vehicle described above reads _____ miles/kilometers.</p>			
CHECK ONE BOX ONLY:			
<input type="checkbox"/> 1. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above reflects the actual mileage of the vehicle described above.			
<input type="checkbox"/> 2. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above reflects the amount of mileage in excess of designed mechanical odometer limit of 99,999 miles/kilometers of the vehicle described above.			
<input type="checkbox"/> 3. I HEREBY CERTIFY that to the best of my knowledge, the odometer reading as stated above is not the actual mileage of the vehicle described above, and should not be relied upon.			
CHECK ONE BOX ONLY:			
<input type="checkbox"/> 4. I HEREBY CERTIFY that to the best of my knowledge, the odometer of said vehicle was not altered, set back, or disconnected while in my possession and I have no knowledge of anyone else doing so.			
<input type="checkbox"/> 5. I HEREBY CERTIFY that to the best of my knowledge, the odometer was altered for repair or replacement purposes while in my possession, and that the mileage registered on the repaired or replacement odometer was identical to that before such service.			
<input type="checkbox"/> 6. I HEREBY CERTIFY that to the best of my knowledge, the repaired or replacement odometer was incapable of registering the same mileage, that it was reset to zero, and that the mileage on the original odometer or the odometer before repair was _____			
SIGNATURE OF TRANSFEROR'S (Seller's) REPRESENTATIVE		TITLE	DATE
SIGNATURE OF TRANSFEEE (Buyer)			DATE

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# Exhibit 25 - Gift/Acceptance Agreement

## **Gift/Acceptance Agreement** **(Name of Educational Institution and USDA Agency)**

Gift Acceptance Agreement Between (USDA Agency and Educational Institution)

### **(1) Purpose**

The purpose of the Agreement is to establish a relationship between the U.S. Department of Agriculture (Agency) and (Educational Institution) concerning the transfer of excess research equipment to this educational institution or nonprofit organization for the conduct of technical and scientific education and research activities. Title of ownership transfers to the recipient.

### **(2) Authority**

Public Law 102-245, Sec. 303, amended, Section 11 of the Stevenson-Wydler Technology Innovation Act of 1980, by adding subsection (i), Research Equipment, which provides that "The Director of the laboratory, or the Head of any Federal agency or department, may give research equipment that is excess to the needs of the laboratory, agency, or department to an educational institution or nonprofit organization for the conduct of technical and scientific education and research activities."

### **(3) Objectives and Program Elements**

This Agreement is intended to provide a mechanism for the transfer of excess research equipment from USDA to the (Educational Institution) in accordance with the procedures set out in the regulations implementing Public Law 102.245.

### **(4) Management**

In order to enable close collaboration, it is agreed that the (Educational Institution) will provide to (USDA Agency) an annual inventory listing of property acquired under P.L. 102.245. The (Educational Institution) is responsible for paying all costs associated with receiving the donations, which may include packaging and transportation.

The (USDA Agency) and (Educational Institution) will each identify a coordinator to implement this Agreement. These coordinators shall meet when necessary to review new Federal Property Regulations.

The coordinators shall seek to resolve any disputes concerning the Agreement through good faith and discussions.

### **(5) Effective Date and Revision or Termination**

The Agreement shall enter into effect upon signature and shall remain in effect for 3 years. It may be extended or amended by written agreement of the parties at any time prior to its expiration or termination. The Agreement may be terminated at any time upon 60 days written notice by either party to the other. The termination of the Agreement shall not affect the validity of any property transactions under the Agreement which were initiated prior to such termination.



**(6) Property Coordinators**

The property coordinators for this Agreement are:

**Educational Institution**

**USDA**

Name: Appropriate Property Official:

Address: Address:

Telephone: Telephone:

**(7) Approving Officials**

The approving officials for this Agreement are:

**Educational Institution**

**USDA**

Name: Name:

Signature: Signature:

Date: Date: